

Discovery
DIVING

Course Catalog
2019-2020

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Contact Information
Discovery Diving Company
414 Orange St.
Beaufort NC 28516
www.DiscoveryDiving.com
www.discoverydiving.edu

This is the current catalogue of this institution and it is certified to be true and correct in content and policy.

Signature:

Title:

Date:

MISSION:

At Discovery Diving Instructor College (DDIC), the training division of Discovery Diving Company, Inc., our mission is to produce outstanding SCUBA professionals that not only comply with industry standards, but surpass them. Through our intensive professional programs, the 4-month Divemaster program, the 9-month Instructor program, the 4-9 month Master SCUBA Diver Trainer (MSDT) Program, our 4-9 month Public Safety Diver Program, our 4-month Scientific Diver Program, our 5 month Master Instructor Program, and our 6-month Technical Diver Instructor Program, graduates emerge ready to teach courses, guide students and certified divers, work on dive charter boats, work in a dive shop or resort, conduct science, assist with Public Safety dives and even begin their own business. Our goal is to graduate students with Professional Association of Diving Instructors (PADI) professional rankings that exceed industry standards, creating working divers that are in high demand worldwide.

HISTORY:

Discovery Diving, Co. Inc. was originally incorporated in 1976. The original store was located in Atlantic Beach. In 1978, the store moved to Front Street in Beaufort, NC. In 1982, the store moved to its current location at 414 Orange St., Beaufort, NC 28516. Discovery Diving, Co. Inc. expanded from a retail store to a retail store, training facility, and small marina. Debby Boyce has been the sole owner of the store since 1980. In approximately 5 year intervals, Discovery Diving, Co. Inc has expanded to include a west and east lodge that can house 20 divers each and the store has expanded twice.

Institutional Name:

Discovery Diving Company, Inc

414 Orange Street

Beaufort, NC, 28516

Governing Body:

Professional Association of Diving Instructors (PADI)

Approved by the NC Community College System as a NC State Vocational School – the North Carolina State Board of Community Colleges is not an accrediting agency

Approved by the NC State Veterans Administration Office

Federally Accredited by ACCET

Officials:

Debora (Debby) Sue Boyce

Neil Drysdale

Janelle Fleming

Faculty:

Debby Boyce – Master Instructor, B.S.

Neil Drysdale – Master Instructor

Bobby Rawls – Open Water SCUBA Instructor, B.S.

Lee Moore – IDC Staff Instructor, B.A.

Janelle Fleming – PADI Course Director & DAN/EFR Instructor Trainer, B.S., M.S., PhD

Calvin Shaw – Master Scuba Diver Trainer, B.S., M.S.

Conrad Rucker – PADI Course Director, B.A.

David Osborne – Sales Lecturer

Terry Leonard – Captain

Leroy Crator – Captain

Ronnie McLamb – Master Instructor, B.S.

John Strong – IDC Staff Instructor, B.S., M.S., PhD

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Calendar:

Professional Programs are conducted throughout the year and a 2019-2020 schedule is presented in this catalog (pages 51-68). Weekday and weekend programs are available. We ensure the students fulfill the requirements of the program in a timely manner.

2019-2020 Calendar:

We have several Programs: 1) The SCUBA Divemaster Program for Elite Professionals; 2) The SCUBA Instructor Program for Elite Professionals; 3) The Master SCUBA Diver Trainer for Elite Professionals; 4) Public Safety Diver Program; 5) Scientific Diver Program; 6) Master Instructor Program; and 6) Technical Diving Instructor Program and all calendars are presented showing beginning and ending dates for each program, all contact dates, and clock hours.

Legal Holiday:

Due to the nature of this profession, we are often conducting classes or dive training trips during holidays. As mentioned above, we work with the students to give them the Professional Program classes they need in a timely manner and if it happens to fall on a legal holiday for them, we still work the classes. DDC is totally closed on Christmas Day for Charters, Classes, Store and Administration. DDC will close at 5pm on Thanksgiving and New Year's Eve.

Q/T/S Begin/End Dates:

Program start dates are approximately every 6 weeks. Our Professional Programs include the following: a) 5 month/full time SCUBA Divemaster Program for Elite Professionals; b) 8 month/full time SCUBA Instructor Program for Elite Professionals; c) a Master SCUBA Diver Trainer for Elite Professionals; d) a Public Safety Diver Program for Elite Professionals; e) a Scientific Diver Program; f) Master Instructor Program for Elite Professionals; and g) Technical Instructor for Elite Professionals.

Program Dates may be seen on (51-68).

Other:

Our professional programs are structured and defined as opposed to individual class offerings. Students interested in individual classes, that are not part of the programs, may take courses offered by Discovery Diving Company. We offer classes year round as part of Continuing Education and can offer classes as requested.

Student Information:

What do I need to do before I start a class?

1. Purchase the required manual for the course.
2. Read the chapters and complete the Knowledge Review at the end of each chapter.
3. Complete the PADI Medical Form available on the website and get it signed off by a doctor prior to the beginning of class.
4. You will need to provide your own mask, fins, booties, and snorkel. If you would like to schedule an appointment for a personal fitting prior to your first day of class, please give us a call.

5. We will provide the rest of your SCUBA equipment for your Open Water class, pool, and ocean sessions. During the duration of the Professional programs, you are expected to purchase your own gear and have a full set of equipment by Divemaster Testing.
6. Note class times and date.
7. Practice putting your face in water in a bathtub, pool, etc. and practice being able to exhale through your nose 2 or 3 times on one breath without lifting your face out of the water.
8. Be able to swim 400 yards continuously under 12 minutes.

What is PADI?

PADI- Professional Association of Diving Instructors – is the world’s largest diving training organization, with offices, instructors, and retail dive centers in more than 90 countries. Certification cards are issued at the end of the programs.

Where is the Class Held?

Class: Orientation and lectures are held at Discovery Diving, 414 Orange Street, in Beaufort. Classrooms are located upstairs above the Dive Shop and at the annex, 407 Turner St.

Pool: During the summer, we use local pools including Cherry Point Marine Corps Air Station, Camp Albemarle and the New River Air Station.

Ocean: Your Open Water Training Dives are done at Radio Island.

Boat Dives: As part of your Open Water Class, we offer an introduction to wreck diving on one of the fabulous inshore wrecks located just off the coast.

What should I Bring to Class?

1. The PADI Manual specific to the class
2. The PADI Dive Tables
3. The PADI signed medical release form.
4. A bathing suit and towel.
5. Your mask, fins, booties, and snorkel or be prepared to purchase them.

Admission Procedures:

Students interested in any of our Programs need to follow the following Admission Procedures:

1. Check the website for current calendars.
2. Call the College (252) 728-2265 to arrange for an interview with a school official (Debby Boyce, Janelle Fleming, or Neil Drysdale).
3. Complete an admissions interview and counseling session, which includes explaining the length of the program, the time commitment required during school (22 hours per week and follows a specified calendar), and our expectations of our students (students must be prepared for each individual course module), as well as a timed 400 yard swim.
4. Collect and turn in your high school and post-secondary school transcripts.
5. Complete the appropriate Enrollment Agreement (available on website).
6. Purchase Open Water Manual for the first day of class.

7. PADI Medical Statement needs to be complete and final approval provided by a medical doctor prior to starting the program.
 8. If students are using their VA Benefits, please see the website for a complete list of details. You will need to complete the VA Form 1990 to apply to the Discovery Diving Professional Programs.
 9. We will work with special needs students as necessary.
- DDIC does not discriminate on the basis of sex, race, ethnic origin, or religion.

DDIC guarantees the student's right to access their records and release information about an individual student in accordance with the Family Education Rights and Privacy Act (FERPA).

Policy/Regulations – Re: Leave

Absences

Students must attend all class lectures, pool work (including course swim evaluations) and open water work. If a student has an unexcused absence, they may make up the missed class work during office hours at a rate of \$20/hr. This must be arranged through Janelle Fleming, Neil Drysdale, or Debby Boyce. If a student has one unexcused absence, a notification email will be sent to the student. If the student has two unexcused absences, a formal letter will be sent to the student. If the student has three unexcused absences, the student is subject to withdrawal from the Program.

Class Cuts

Students are expected to attend all class lectures, pool work, and open water work. If the student cuts a class, email notification will be sent to the student. Cutting the class a second time results in a formal warning letter to the student. Three class cuts and the student is subject to withdrawal from the Program.

Make Up Work

Any class or practical work must be made-up before certification will be attained. Students do have the opportunity to make up the missed class work during office hours at a rate of \$20/hr. This must be arranged through Janelle Fleming, Neil Drysdale, or Debby Boyce. All makeup work must be completed within one year or the grade will be recorded as an unsatisfactory or incomplete.

Tardiness

For every 15 minutes late, students will receive a point. The accumulation of 10 points is considered an unexcused absence, see above.

Interruptions for Unsatisfactory Attendance

As mentioned above, students have three chances before executive action, in the form of Program withdrawal, is completed.

Attendance

DDC is open from 8am until 9 pm seven days a week except for holidays as noted. Students are expected to attend every hour of every course in the program. Daily attendance will be taken and recorded on attendance sheets. These records will be maintained indefinitely and a digital version will be maintained off site.

1. Leave of Absence or Absence due to Emergencies or Illness constituting more than 5% of the program will require enrollment in the next scheduled session.
2. Unexcused absence – one unexcused absence puts the student on probation. Three or more unexcused absences or 24 hours of unexcused absences will result in unsatisfactory attendance and termination.
3. Excused Absences will be handled on a case by case basis.
4. Chronic Tardiness, 5 occasions will result in termination.
5. Late arrival or early departure for any part of an hour will be considered one full hour of absence.

At the end of each "reporting period", student attendance (clock-hours/week) of less than 22 hours for any week, i.e. not maintaining full time, will be reported for the calendar week (s) in question, Sunday through Saturday. This change in training time affects the benefit amount and will result in a reduction and/or loss of benefits (tuition/fees, housing allowance) if the student is using their VA benefits.

Policy/Regulations – Re: Enrollment

Enrollment Dates

Students must enroll or sign up for a Program at least a week before the class begins. If there are not enough students to make a Program, the Program may be cancelled.

Specific Entrance Requirements/Courses

In order to begin one of our Programs, students must complete a 400 yard timed swim evaluation.

The Open Water Class has a swim evaluation consisting of; a) 200 yard swim with any combination of strokes; b) 10 minute float; c) breath hold swim; d) 5 minute tread. Students are also requested to purchase the PADI Open water Manual with tables and to read the first three sections of the text book and complete the reviews at the end of the chapter before the first class meeting.

Advanced Open Water requires PADI Open Water Diver certification or equivalent rating. Minimum age for enrollment is 15, or 12 for junior advanced open water. Students must purchase the required manuals and equipment.

The specialty courses require either Open Water certification and/or Advanced Open Water certification and there are certain age requirements.

Rescue Diver Course requires PADI Advanced Open Water diver or equivalent rating. Minimum age for enrollment is 12. Divers must also complete Emergency First response Course or First Aid and CPR within 24 months prior to the start of the class.

Dive Master Course requires PADI Rescue Diver. The minimum age is 18 and a prerequisite of 40 logged dives.

PADI Instructor course requires Dive Master training and/or Assistant Instructor.

All students are expected to purchase the required manuals, read the required manuals, and complete the knowledge reviews before the start of any particular class.

Enrollment

Enrollments will be accepted until the program is full. All water work training is limited to 8 students per Instructor and Classroom sessions are typically less than 16. As of now, we are limiting enrollment to 4 students per calendar session of any program.

Enrollment Agreement:

Contracts for payment of tuition, fees, and all other charges are in the Enrollment Agreement. Payment of tuition and fees is due no later than two weeks prior to the start of the term or at the time of your registration to ensure your spot in the class. Only payment in full finalizes your registration; we call it confirmation.

PROFESSIONAL PROGRAM ENTRANCE REQUIREMENTS

1. The student must be at least 18 years of age or older.
2. Students must be in good physical condition and have a PADI Medical Exam signed by a medical doctor asserting their fitness to dive.
3. Student must be able to pass a nominal swimming test. A 400 yard swim without stopping and a 10 minute float.
4. Students must complete and sign an Enrollment Agreement, a Standard Safe Diving Practices Statement of Understanding and a Liability Release and Assumption of Risk Agreement.
5. Students entering this program without any initial training are required to provide an Official Transcript from all schools attended, including HIGH SCHOOL.
6. Students transferring into the program with previous training are required to provide transcripts from all colleges attended and documentation of previous SCUBA training.
7. Students that are being re-admitted to the program must provide official transcripts from institutions that they have attended while on leave from a program.

CREDIT FOR PREVIOUS EDUCATION AND TRAINING

Students may receive credit for previous certifications and training. VA students must report and document all similar certifications and training to DDC. We accept only PADI certifications that have been completed within six months. DDC will evaluate the training and grant credit on a case by case basis. If credit is granted, the tuition and duration of training will be reduced accordingly and a written notice of the credit will be supplied to the student, a copy to the VA and a copy will be kept in the student file. Copies of the proof of previous training will be kept in the students file.

TRANSFER CREDIT OUT OF THE PROGRAM

Should a student want to transfer out of our program, we will supply the transferring institution a copy of the student's transcript and will be available to address any questions the transferring institution may have about the student or courses complete.

ACCEPTANCE OF CREDIT IS NOT GUARANTEED AND IS UP TO RECEIVING INSTITUTION.

Policy/Regulations – Re: Standards of Progress

Grading System

Students will complete knowledge reviews throughout the course that highlight the important topics covered during a particular course. Quizzes are used to test the retention of important material and there is a final exam that covers all material covered. All instructors will use the same syllabi and meet the same standards and procedures for evaluating both academics and practical skills to maintain uniformity as dictated by PADI.

The grading is on a 5 point scale with reference to a 1-100% scale for written exams and quizzes. The student must maintain an overall 3 point or higher average except where outside certifying agencies require a higher score.

5 (90-100)=excellent, 4 (80-89)=good, 3 (70-79)=satisfactory, 2 (60-69)= poor, 1(<59)=unsatisfactory (unsafe, unprepared, or incorrect)

Written Exams are on a 1-100% scale and a 75% is generally passing unless an outside certifying agency requires higher.

All instructors will use the same syllabi and meet the same standards and procedures for evaluating both academics and practical skills to maintain uniformity.

Minimum Satisfactory Grades

Students must complete all knowledge reviews, dive table worksheets, quizzes and swim tests. Students passing the final exam with an average of 80% will satisfactorily complete requirements for Program Courses. All DM and OWSI enrollees must complete OW lectures.

Conditions for Expulsion or Suspension for Unsatisfactory Grades or Progress

If a student fails to complete all class, pool, and open water work, the student will be unable to complete certification in a particular Course or Program.

Standard of Progress

Failing to meet minimum grade point averages (3.0); failing written exams; untimely submission of coursework will be cause for Academic Probation. Failure to improve in the next 4 week period is cause for dismissal. Students dismissed may request reinstatement in writing to the head of training (Janelle Fleming, Neil Drysdale, and Debby Boyce). The student may be allowed to attend another scheduled program assuming there is a reasonable chance for success.

As the student progresses through the program they will be counseled on his or her strengths and weaknesses in all areas of instruction.

Description of Probationary Period (if any)

If students have been counseled, they have a year from the date of counseling to complete the required coursework.

Conditions of Reentrance for Students dismissed for unsatisfactory progress

Reentrance is based on the approval of Administration and requires a special meeting between the applicant and the administrators.

Progress Records Kept & Furnished to Students (Transcripts)

All coursework will be maintained at the Discovery Diving facilities. A file folder with all the student's information and records are kept there.

Progress Records

As of now all progress records for both practical skills and academic work of the students, veteran and non-veteran alike are maintained on the DDC premises for at least 3 years after completion of course. A digital version will also be kept off site. If DDC were to close their doors, we will contact James Sorrell, Registrar, and North Carolina State Archives and arrange for the permanent preservation of student academic and financial records. Members of the staff counsel students on a daily basis but if an issue arises a counseling session will be scheduled to discuss the issue. Records of these sessions and evaluations will be part of the permanent student record. Grade reports are furnished for all students at least twice through their program. Students have access to their records of attendance, program study, grades, practical and academic achievement and financial records free of charge. Copies will be made for a small fee.

Graduation Requirements

Students are required to complete all components of their program for graduation, with the exception of the IE for the OWSI program. Upon satisfactory completion, a certificate will be given stating that the student completed the program satisfactorily.

Policy/Regulations – Re: conduct (student conduct conditions for dismissal for unsatisfactory conduct)

Students are required to perform to the best of their ability, to respect their peers and the instructors, and to act and dress in a professional manner. Any violation of these will receive a warning and if continued abuse occurs, the student will be asked to leave the course without refund.

Conduct

Students are expected to conduct themselves with courtesy, promptness, preparedness, enthusiasm and cooperation. Dismissal for unsatisfactory conduct will be made if a student's behavior disrupts the learning environment thus interfering with other students' learning or negatively affects safety. Dismissal will also result if a student's behavior creates an unfavorable impression in the community about the school.

Use of illegal drugs is cause for immediate dismissal. Use of prescription drugs or alcohol affecting the student's behavior during class is cause for probation. A second incident may result in dismissal.

APPEALS

Any student complaints or appeals should be made to the Administration in writing within 5 business days of the incident. Decisions by the Administration are final.

Materials used at Discovery Diving are copyrighted and students may face criminal and civil charges for unauthorized use and/or distribution of materials.

Detailed Schedule for Costs

Program Information and costs

SCUBA Divemaster Program for Elite Professionals:

There are 320 clock hours for the SCUBA Divemaster Program for Elite Professionals and the total cost of the program is \$8,101.17, including books that you purchase separately. The weekday program is fast paced and takes approximately 2 months. The weekend program is more spaced out and takes 14 non-consecutive weeks. Books are not included and must be purchased separately. The following provides a breakdown of costs (including fees, books, etc) for each course. A complete listing of the courses required for the SCUBA Divemaster Program for Elite Professionals is provided on page 51.

SCUBA Instructor Program for Elite Professionals:

There are 716 clock hours for the instructor program and the cost of the program is \$23,585.17, including books that you purchase separately. The weekday program is fast paced and takes approximately 4 months. The weekend program is spaced out a bit and takes 32 weeks. Students interested in using their VA benefits and concerned about using their full BAH may avail themselves of the 5-term calendar that also takes approximately 9 months. Books are included past PADI 451 Divemaster Prep I. The following provides a breakdown of costs (including fees, books, etc) for each course. A complete listing of the courses required for the SCUBA Instructor Program for Elite Professionals is provided on pages 54.

Master SCUBA Diver Trainer for Elite Professionals:

There are 814 clock hours for the Master SCUBA Diver program and the cost of the program is \$23,434.83. The weekday program is fast paced and takes approximately 2 months. The weekend program is spaced out a bit and takes approximately 4 months to 9 months based on student's schedule of either 2 or 4 days in class per week. Books and standardized gear for our instructors are included. The following provides a breakdown of costs (including fees, books, etc) for each course. A complete listing of the courses required for the Master SCUBA Diver Trainer Program for Elite Professionals is provided on pages 59.

Public Safety Diver for Elite Professionals:

There are 473 clock hours for the avocational Public Safety Diver program and the cost of the program is \$12,804.50. This is an opportunity to continue a public service member's education and professional development. The weekday program is fast paced and takes approximately 2 months. The weekend program is spaced out a bit and takes approximately 4 months to 9 months based on student's schedule of either 2 or 4 days in class per week. Books are included. The following provides a breakdown of costs (including fees, books, etc) for each course. A complete listing of the courses required for Public Safety Diver Trainer Program for Elite Professionals is provided on pages 61.

Scientific Diver for Elite Professionals:

There are 424 clock hours for the Scientific Diver program and the cost of the program is \$9,295.00. The weekday program is fast paced and takes approximately 2 months. The weekend program is spaced out a bit and takes approximately 4 months. Books are included. The following provides a breakdown of costs (including fees, books, etc) for each course. A complete listing of the courses required for the Scientific Diver Program for Elite Professionals is provided on pages 63.

Master Instructor for Elite Professionals:

There are 396 clock hours for the Master Instructor for Elite Professionals program and the cost of the program is \$9,950.00. The weekend program is spaced out a bit and takes approximately 5 months. Books are included. The following provides a breakdown of costs (including fees, books, etc) for each course. A complete listing of the courses required for the Scientific Diver Program for Elite Professionals is provided on pages 65.

Technical Diver Instructor for Elite Professionals:

There are 528 clock hours for the Technical Diver Instructor program and the cost of the program is \$23,400.00. The weekend program is spaced out a bit and takes approximately 6 months. Books are included. The following provides a breakdown of costs (including fees, books, etc) for each course. A complete listing of the courses required for the Scientific Diver Program for Elite Professionals is provided on pages 67.

A down payment is required upon registration for a course. Payment in full is due at the beginning of the course and students will not be allowed to participate in classes if they have not paid. DDC accepts Cash, Credit Cards, Debit Cards, and personal checks. Monthly plans of \$1,450 per month for the SCUBA Divemaster Program for Elite Professionals program and \$2,200 per month for the SCUBA Instructor Program for Elite Professionals can be arranged. At this time, no scholarships are available.

Fees

Fees include the charter boat costs required for offshore dives. In general, half day charters are \$65/day, full day charters are \$115/day and long day charters of \$140/day. Fees also include processing and administration charges, small boat use, and pool use fees.

Class	Fees
PADI 100 – PADI Open Water Scuba Diver	\$215.00
PADI 110 - Boat Diving Course	\$150.00
PADI 111 - Underwater Navigator	\$65.00
PADI 112 - Dry Suit Diver	\$65.00
PADI 113 - Diver Propulsion Vehicle	\$65.00
PADI 114 - Full Face Mask	\$65.00
PADI 115 - Underwater Naturalist	\$65.00
PADI 116 - Drift Diver Class	\$65.00
PADI 117 - Aquarium Collecting Course	\$65.00
PADI 118 - Night Diving course	\$65.00
PADI 119 - Digital Underwater Photography Course	\$65.00
PADI 120 - Aware Fish Identification	\$65.00
PADI 121 - Peak Performance Buoyancy	\$65.00
PADI 200 - Advanced Open Water Diver	\$150.00
PADI 210 - Nitrox Course (EANx)	\$65.00
PADI 220 - Equipment Specialist Course	\$65.00
PADI 230 - Underwater Hunter – Spearfishing	\$65.00
PADI 240 - Narcosis management Course	\$115.00
PADI 250 - Shark Awareness	\$115.00
PADI 300 - Rescue Diver Course	\$100.00
PADI 310 - Deep Diving Course	\$230.00
PADI 320 - Wreck Diving Course	\$230.00
PADI 330 - Search & Recovery Course	\$115.00
PADI 340 – Oxygen Provider	\$100.00
PADI 350 - On-site Neuro, Emergency First Responder 1 st aid	\$100.00
PADI 360 – Event Management	\$150.00
PADI 370 – Public Safety Diver Trainer I	\$300.00
PADI 371 – Public Safety Diver Trainer II	\$300.00
PADI 372 – Public Safety Diver Trainer III	\$300.00
PADI 373 – Public Safety Diver Trainer IV	\$300.00
PADI 374 – Public Safety Diver Trainer V	\$300.00
PADI 400 - Public Safety Diver Specialty Course	\$400.00
PADI 401 – Public Safety Search and Recovery Diver	\$400.00
PADI 402 - Public Safety Diver Surface Support Specialist	\$400.00
PADI 403 – Public Safety Rescue Diver	\$400.00
PADI 404 – Underwater Crime Scene Investigator	\$400.00
PADI 405 – Public Safety Underwater Evidence Recovery Specialist	\$400.00
PADI 406 – Public Safety Underwater Body Recovery Specialist	\$400.00
PADI 407 – Public Safety Underwater Vehicle Recovery Specialist	\$400.00
PADI 408 – Public Safety Underwater Metal Detector Specialist	\$400.00

PADI 409 – Master Public Safety Diver	\$450.00
PADI 410 - Scientific Diver	\$300.00
PADI 411 – Instrumentation	\$300.00
PADI 412 – DAN DFA Pro	\$100.00
PADI 413 – Basic Statistics	\$200.00
PADI 414 – Data Visualization	\$200.00
PADI 415 – Basic Oceanography	\$200.00
PADI 416 – Scientific Diver in Trainer	\$200.00
PADI 451 – Dive Master Prep I	\$200.00
PADI 452 – Dive Master Prep II	\$200.00
PADI 453 – Dive Master Prep III	\$300.00
PADI 454 – Dive Master Prep IV	\$300.00
PADI 455 – Dive Master Prep V	\$300.00
PADI 500 - Dive Master Course	\$200.00
PADI 601 – Apprentice Teaching I	\$250.00
PADI 602 – Apprentice Teaching II	\$250.00
PADI 603 – Apprentice Teaching III	\$250.00
PADI 604 – Apprentice Teaching IV	\$250.00
PADI 605 – Apprentice Teaching V	\$300.00
PADI 606 – Apprentice Teaching VI	\$300.00
PADI 607 – Apprentice Teaching VII	\$300.00
PADI 610 - Compressor Operation	\$200.00
PADI 620 - Risk Management and the Paper Trail	\$100.00
PADI 630 - Boat Handling and Crewing	\$150.00
PADI 640 - Group Leadership	\$100.00
PADI 650 - SCUBA cylinder filling	\$200.00
PADI 660 - Retail Sales	\$150.00
PADI 701 - Instructor Development Course (IDC) I	\$250.00
PADI 702 – IDC II	\$250.00
PADI 703 – IDC III	\$250.00
PADI 710 - O2 Instructor	\$200.00
PADI 720 - EFR Instructor	\$200.00
PADI 730 – Instructor Exam	\$500.00
PADI 800 – Deep Diver Instructor	\$2500.00
PADI 810 – Underwater Photography Instructor	\$2500.00
PADI 820 – Enriched Air Nitrox Instructor	\$2500.00
PADI 830 – Night Diver Instructor	\$1200.00
PADI 840 – Search and Recovery Instructor	\$2000.00
PADI 850 – Side-Mount Diver	\$2500.00
PADI 860 – Underwater Hunter Instructor	\$2400.00
PADI 870 – Wreck Diver Instructor	\$2500.00
PADI 880 – Boat Diver Instructor	\$2500.00
PADI 900 – IDC Staff Instructor	\$200.00
PADI 901 – Divemaster Mentoring	\$100.00
PADI 902 – Rescue Techniques	\$100.00
PADI 903 – Course Design and Marketing	\$100.00
PADI 904 – EFR Instructor	\$300.00
PADI 905 – PADI IDC Seminars	\$100.00
PADI 906 – Master Instructor	\$500.00

PADI 1000 – PADI Tec 40 Diver	\$1200.00
PADI 1100 – PADI Tec 45 Diver	\$1200.00
PADI 1200 – PADI Tec 50 Diver	\$1200.00
PADI 1300 – PADI Tec40 CCR Diver	\$2000.00
PADI 1350 – PADI Tec60 CCR Diver	\$2000.00
PADI 1400 – PADI Tec Trimix Diver	\$1200.00
PADI 1500 – Tec Instructor	\$1200.00
PADI 1550 – Tec 40 CCR Instructor	\$2000.00
PADI 1600 – Tec Deep Instructor	\$1200.00
PADI 1700 – Tec Gas Blender Instructor	\$1200.00
PADI 1800 – Tec Trimix Instructor	\$1200.00
PADI 1900 – Tec Sidemount Instructor	\$1200.00

Tuition

Class	Base Class Tuition
PADI 100 - Open Water Class	\$320.00
PADI 110 - Boat Diving Course	\$180.00
PADI 111 - Underwater Navigator	\$180.00
PADI 112 - Dry Suit Diver	\$150.00
PADI 113 - Diver Propulsion Vehicle	\$245.00
PADI 114 - Full Face Mask	\$150.00
PADI 115 - Underwater Naturalist	\$230.00
PADI 116 - Drift Diver Class	\$85.00
PADI 117 - Aquarium Collecting Course	\$280.00
PADI 118 - Night Diving course	\$125.00
PADI 119 - Digital Underwater Photography Course	\$250.00
PADI 120 - Aware Fish Identification	\$230.00
PADI 121 - Peak Performance Buoyancy	\$175.00
PADI 200 - Advanced Open Water Course	\$270.00
PADI 210 - Nitrox Course (EANx)	\$139.00
PADI 220 - Equipment Specialist Course	\$125.00
PADI 230 - Underwater Hunter - Spearfishing	\$260.00
PADI 240 - Narcosis management Course	\$420.00
PADI 250 - Shark Awareness	\$260.00
PADI 300 - Rescue Diver Course	\$225.00
PADI 310 - Deep Diving Course	\$375.00
PADI 320 - Wreck Diving Course	\$375.00
PADI 330 - Search & Recovery Course	\$245.00
PADI 340 – Oxygen Provider	\$125.00
PADI 350 - On-site Neuro, Emergency First Responder 1 st aid	\$125.00
PADI 360 – Event Management	\$150.00
PADI 370 – Public Safety Diver Trainer I	\$200.00
PADI 371 – Public Safety Diver Trainer II	\$200.00
PADI 372 – Public Safety Diver Trainer III	\$200.00
PADI 373 – Public Safety Diver Trainer IV	\$200.00
PADI 374 – Public Safety Diver Trainer V	\$200.00
PADI 400 - Public Safety Diver Specialty Course	\$600.00
PADI 401 – Public Safety Search and Recovery Diver	\$600.00

PADI 402 - Public Safety Diver Surface Support Specialist	\$600.00
PADI 403 - Public Safety Rescue Diver	\$400.00
PADI 404 - Public Safety Underwater Investigator	\$450.00
PADI 405 - Public Safety Underwater Evidence Recovery Specialist	\$450.00
PADI 406 - Public Safety Underwater Body Recovery Specialist	\$500.00
PADI 407 - Public Safety Underwater Vehicle Recover Specialist	\$500.00
PADI 408 - Public Safety Underwater Metal Detector Specialist	\$500.00
PADI 409 - Master Public Safety Diver	\$600.00
PADI 410 - Scientific Diver	\$1000.00
PADI 411 - Instrumentation	\$1000.00
PADI 412 - DAN DFA Pro	\$250.00
PADI 413 - Basic Statistics	\$500.00
PADI 414 - Data Visualization	\$500.00
PADI 415 - Basic Oceanography	\$500.00
PADI 416 - Scientific Diver Trainer I	\$200.00
PADI 451 - Dive Master Prep I	\$200.00
PADI 452 - Dive Master Prep II	\$200.00
PADI 453 - Dive Master Prep III	\$200.00
PADI 454 - Dive Master Prep IV	\$200.00
PADI 455 - Dive Master Prep V	\$200.00
PADI 500 - Dive Master Course	\$795.00
PADI 601 - Apprentice Teaching I	\$358.00
PADI 602 - Apprentice Teaching II	\$358.00
PADI 603 - Apprentice Teaching III	\$358.00
PADI 604 - Apprentice Teaching IV	\$358.00
PADI 605 - Apprentice Teaching V	\$358.00
PADI 606 - Apprentice Teaching VI	\$358.00
PADI 607 - Apprentice Teaching VII	\$358.00
PADI 610 - Compressor Operation	\$250.00
PADI 620 - Risk Management and the Paper Trail	\$250.00
PADI 630 - Boat Handling and Crewing	\$400.00
PADI 640 - Group Leadership	\$250.00
PADI 650 - SCUBA cylinder filling	\$250.00
PADI 660 - Retail Sales	\$400.00
PADI 701 - Instructor Development Course (IDC) I	\$617.00
PADI 702 - IDC II	\$617.00
PADI 703 - IDC III	\$617.00
PADI 710 - O2 Instructor	\$500.00
PADI 720 - EFR Instructor	\$500.00
PADI 730 - Instructor Exam	\$800.00
PADI 800 - Deep Diver Instructor	\$1200.00
PADI 810 - Underwater Photography Instructor	\$1000.00
PADI 820 - Enriched Air Nitrox Instructor	\$550.00
PADI 830 - Night Diver Instructor	\$550.00
PADI 840 - Search and Recovery Instructor	\$1000.00
PADI 850 - Side-Mount Diver	\$1000.00
PADI 860 - Underwater Hunter Instructor	\$1000.00
PADI 870 - Wreck Diver Instructor	\$1000.00
PADI 880 - Boat Diver Instructor	\$1000.00

PADI 900 – IDC Staff Instructor	\$1000.00
PADI 901 – Divemaster Mentoring	\$1000.00
PADI 902 – Rescue Techniques	\$1000.00
PADI 903 – Course Design and Marketing	\$1000.00
PADI 904 – EFR Instructor	\$1000.00
PADI 905 – PADI IDC Seminars	\$1200.00
PADI 906 – Master Instructor	\$1000.00
PADI 1000 – PADI Tec 40 Diver	\$1000.00
PADI 1100 – PADI Tec 45 Diver	\$1000.00
PADI 1200 – PADI Tec 50 Diver	\$1000.00
PADI 1300 – PADI Rebreather Diver	\$1000.00
PADI 1350 – PADI Tec60 CCR	\$2000.00
PADI 1400 – PADI Tec Trimix Diver	\$1000.00
PADI 1500 – Tec Instructor	\$1200.00
PADI 1550 – Tec 40CCR Instructor	\$2000.00
PADI 1600 – Tec Deep Instructor	\$1200.00
PADI 1700 – Tec Gas Blender Instructor	\$1200.00
PADI 1800 – Tec Trimix Instructor	\$1200.00
PADI 1900 – Tec Sidemount Instructor	\$1200.00

Books, Supplies

The following lists prices for manuals and required course equipment. *Students are required to purchase the books from Discovery Diving from PADI 500 Divemaster onwards to PADI 730 Instructor Exam. Students are also required to have either option 1 or option 2 of the equipment package for PADI 601 Apprentice Teaching I (This is required for VA benefits).*

Class	Manuals/	Equipment
PADI 100 - Open Water Class	\$73.00	\$300.00
PADI 110 - Boat Diving Course	\$95.50	\$100.00
PADI 111 - Underwater Navigator	\$95.50	\$200.00
PADI 112 - Dry Suit Diver	\$95.50	\$700.00
PADI 113 - Diver Propulsion Vehicle	\$95.50	\$200.00
PADI 114 - Full Face Mask		\$1000.00
PADI 115 - Underwater Naturalist	\$67.00	\$200.00
PADI 116 - Drift Diver Class	\$95.50	\$200.00
PADI 117 - Aquarium Collecting Course		\$200.00
PADI 118 - Night Diving course	\$95.50	\$450.00
PADI 119 - Digital Underwater Photography Course	\$81.50	\$550.00
PADI 120 - Aware Fish Identification	\$78.00	\$250.00
PADI 121 - Peak Performance Buoyancy	\$32.00	\$135.00
PADI 200 - Advanced Open Water Course	\$79.00	\$500.00
PADI 210 - Nitrox Course (EANx)	\$95.00	
PADI 220 - Equipment Specialist Course	\$50.00	
PADI 230 - Underwater Hunter - Spearfishing		\$250.00
PADI 240 - Narcosis management Course	\$110.00	\$2800.00
PADI 250 - Shark Awareness		\$200.00
PADI 300 - Rescue Diver Course	\$68.00	\$36.00
PADI 310 - Deep Diving Course	\$95.50	\$122.50

PADI 320 - Wreck Diving Course	\$95.50	\$90.00
PADI 330 - Search & Recovery Course	\$95.50	\$0.00
PADI 340 - Oxygen Provider	\$58.00	
PADI 350 - On-site Neuro, Emergency First Responder 1 st aid	\$58.00	
PADI 360 - Event Interface		
PADI 370 - Public Safety Diver Trainer I		
PADI 371 - Public Safety Diver Trainer II		
PADI 372 - Public Safety Diver Trainer III		
PADI 373 - Public Safety Diver Trainer IV		
PADI 374 - Public Safety Diver Trainer V		
PADI 400 - Public Safety Diver Specialty Course	\$89.50	\$200.00
PADI 401 - Public Safety Search and Recovery Diver		
PADI 402 - Public Safety Diver Surface Support Specialist		
PADI 403 - Public Safety Rescue Diver		
PADI 404 - Public Safety Underwater Investigator		
PADI 405 - Public Safety Underwater Evidence Recovery Specialist		
PADI 406 - Public Safety Underwater Body Recovery Specialist		
PADI 407 - Public Safety Underwater Vehicle Recover Specialist		
PADI 408 - Public Safety Underwater Metal Detector Specialist		
PADI 409 - Master Public Safety Diver		
PADI 410 - Scientific Diver	\$20.00	\$150.00
PADI 411 - Instrumentation		
PADI 412 - DAN DFA Pro		
PADI 413 - Basic Statistics	\$400.00	
PADI 414 - Data Visualization	\$400.00	
PADI 415 - Basic Oceanography	\$400.00	
PADI 416 - Scientific Diver Trainer I		
PADI 451 - Dive Master Prep I	\$350.00	\$500.00
PADI 452 - Dive Master Prep II		
PADI 453 - Dive Master Prep III		
PADI 454 - Dive Master Prep IV		
PADI 455 - Dive Master Prep V		
PADI 500 - Dive Master Course		\$500.00
PADI 601 - Apprentice Teaching I	\$35.00	
PADI 602 - Apprentice Teaching II		
PADI 603 - Apprentice Teaching III		
PADI 604 - Apprentice Teaching IV		
PADI 605 - Apprentice Teaching V		
PADI 606 - Apprentice Teaching VI		
PADI 607 - Apprentice Teaching VII		
PADI 610 - Compressor Operation	\$95.00	
PADI 620 - Risk Management and the Paper Trail	\$35.00	
PADI 630 - Boat Handling and Crewing	\$35.00	
PADI 640 - Group Leadership	\$35.00	
PADI 650 - SCUBA cylinder filling	\$35.00	
PADI 660 - Retail Sales	\$35.00	
PADI 701 - Instructor Development Course (IDC) I	\$801.00	
PADI 702 - IDC II		

PADI 703 – IDC III		
PADI 710 - O2 Instructor	\$95.50	
PADI 720 - EFR Instructor	\$300.00	
PADI 730 – Instructor Exam	\$400.00	
PADI 800 – Deep Diver Instructor	\$150.00	\$1500.00
PADI 810 – Underwater Photography Instructor	\$150.00	\$500.00
PADI 820 – Enriched Air Nitrox Instructor	\$350.00	
PADI 830 – Night Diver Instructor	\$150.00	
PADI 840 – Search and Recovery Instructor	\$150.00	\$500.00
PADI 850 – Side-Mount Diver	\$150.00	
PADI 860 – Underwater Hunter Instructor	\$150.00	
PADI 870 – Wreck Diver Instructor	\$150.00	
PADI 880 – Boat Diver Instructor	\$150.00	
PADI 900 – IDC Staff Instructor	\$150.00	
PADI 901 – Divemaster Mentoring	\$150.00	
PADI 902 – Rescue Techniques	\$150.00	
PADI 903 – Course Design and Marketing	\$150.00	
PADI 904 – EFR Instructor	\$300.00	
PADI 905 – PADI IDC Seminars	\$150.00	
PADI 906 – Master Instructor	\$200.00	
PADI 1000 – PADI Tec 40 Diver	\$150.00	
PADI 1100 – PADI Tec 45 Diver	\$150.00	
PADI 1200 – PADI Tec 50 Diver	\$150.00	
PADI 1300 – PADI Tec40 CCR Diver	\$150.00	
PADI 1350 – PADI Tec60 CCR Diver	\$150.00	
PADI 1400 – PADI Tec Trimix Diver	\$150.00	
PADI 1500 – Tec Instructor	\$150.00	
PADI 1550 – Tec40 CCR Instructor	\$150.00	
PADI 1600 – Tec Deep Instructor	\$150.00	
PADI 1700 – Tec Gas Blender Instructor	\$150.00	
PADI 1800 – Tec Trimix Instructor	\$150.00	
PADI 1900 – Tec Sidemount Instructor	\$150.00	

Tools

The equipment costs above may also be considered tools of the trade and are required for all program students when they take PADI 451, PADI 500, PADI 601.

Student Activities

There are no other associated student activity fees.

Lab Fees

Fees for pool use and offshore dives are included in the fees.

Service Charge

Rentals

Class	Rental Gear
PADI 100 – PADI Open Water SCUBA Diver	
PADI 110 - Boat Diving Course	\$40.00
PADI 111 - Underwater Navigator	\$80.00
PADI 112 - Dry Suit Diver	\$30.00
PADI 113 - Diver Propulsion Vehicle	\$40.00
PADI 114 - Full Face Mask	\$40.00
PADI 115 - Underwater Naturalist	\$40.00
PADI 116 - Drift Diver Class	\$40.00
PADI 117 - Aquarium Collecting Course	\$40.00
PADI 118 - Night Diving course	\$120.00
PADI 119 - Digital Underwater Photography Course	\$80.00
PADI 120 - Aware Fish Identification	\$40.00
PADI 121 - Peak Performance Buoyancy	\$40.00
PADI 200 - Advanced Open Water Course	\$80.00
PADI 210 - Nitrox Course (EANx)	
PADI 220 - Equipment Specialist Course	
PADI 230 - Underwater Hunter - Spearfishing	\$40.00
PADI 240 - Narcosis management Course	
PADI 250 - Shark Awareness	\$40.00
PADI 300 - Rescue Diver Course	\$80.00
PADI 310 - Deep Diving Course	\$80.00
PADI 320 - Wreck Diving Course	\$80.00
PADI 330 - Search & Recovery Course	\$80.00
PADI 340 – Oxygen Provider	
PADI 350 - On-site Neuro, Emergency First Responder 1 st aid	
PADI 360 – Event Management	
PADI 370 – Public Safety Diver Trainer I	
PADI 371 – Public Safety Diver Trainer II	
PADI 372 – Public Safety Diver Trainer III	
PADI 373 – Public Safety Diver Trainer IV	
PADI 374 – Public Safety Diver Trainer V	
PADI 400 - Public Safety Diver Specialty Course	\$500.00
PADI 401 – Public Safety Search and Recovery Diver	
PADI 402 - Public Safety Diver Surface Support Specialist	
PADI 403 – Public Safety Rescue Diver	
PADI 404 – Public Safety Underwater Investigator	
PADI 405 – Public Safety Underwater Evidence Recovery Specialist	
PADI 406 – Public Safety Underwater Body Recovery Specialist	
PADI 407 – Public Safety Underwater Vehicle Recover Specialist	
PADI 408 – Public Safety Underwater Metal Detector Specialist	
PADI 409 – Master Public Safety Diver	
PADI 410 - Scientific Diver	\$240.00
PADI 411 – Instrumentation	
PADI 412 – DAN DFA Pro	
PADI 413 – Basic Statistics	
PADI 414 – Data Visualization	
PADI 415 – Basic Oceanography	

PADI 416 – Scientific Diver Trainer I	
PADI 451 – Dive Master Prep I	
PADI 452 – Dive Master Prep II	
PADI 453 – Dive Master Prep III	
PADI 454 – Dive Master Prep IV	
PADI 455 – Dive Master Prep V	
PADI 500 - Dive Master Course	
PADI 600 – Apprentice Teaching	
PADI 610 - Compressor Operation	
PADI 620 - Risk Management and the Paper Trail	
PADI 630 - Boat Handling and Crewing	
PADI 640 - Group Leadership	
PADI 650 - SCUBA cylinder filling	
PADI 660 - Retail Sales	
PADI 700 - Instructor Development Course (IDC)	
PADI 710 - O2 Instructor	
PADI 720 - EFR Instructor	
PADI 730 – Instructor Exam	
PADI 800 – Deep Diver Instructor	
PADI 810 – Underwater Photography Instructor	\$150.00
PADI 820 – Enriched Air Nitrox Instructor	
PADI 830 – Night Diver Instructor	
PADI 840 – Search and Recovery Instructor	
PADI 850 – Side-Mount Diver	
PADI 860 – Underwater Hunter Instructor	
PADI 870 – Wreck Diver Instructor	
PADI 880 – Boat Diver Instructor	
PADI 900 – IDC Staff Instructor	
PADI 901 – Divemaster Mentoring	
PADI 902 – Rescue Techniques	
PADI 903 – Course Design and Marketing	
PADI 904 – EFR Instructor	
PADI 905 – PADI IDC Seminars	
PADI 906 – Master Instructor	
PADI 1000 – PADI Tec 40 Diver	
PADI 1100 – PADI Tec 45 Diver	
PADI 1200 – PADI Tec 50 Diver	
PADI 1300 – PADI Tec40 CCR Diver	
PADI 1350 – PADI Tec60 CCR Diver	
PADI 1400 – PADI Tec Trimix Diver	
PADI 1500 – Tec Instructor	
PADI 1550 – Tec40 CCR Instructor	
PADI 1600 – Tec Deep Instructor	
PADI 1700 – Tec Gas Blender Instructor	
PADI 1800 – Tec Trimix Instructor	
PADI 1900 – Tec Sidemount Instructor	

Deposits

A deposit of \$65 or \$115, depending on the class, is required as a down payment for all classes. Registration fee of \$100 to cover administrative costs are also charged.

Other

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Students will not be allowed to attend the modules in the programs if they have not paid for the modules.

We may collect up to 50 percent of the total tuition prior to the mid-point of the program. The remainder of the tuition may be collected when the student has completed one-half of the program. Federal regulations regarding the disbursement of tuition shall supersede state disbursement regulations

Policy/Regulations – Re: Refund

Refund of unused portions of tuition, fees, etc if student does not enter course

Students will be refunded the full course costs less an administrative fee if they withdraw before the first day of class or the school cancels the class. The refund policy is outlined below.

If student withdraws from course

Students will not be refunded any money if they voluntarily withdraw from the course after having completed more than 25% of the course. They will receive a 75% refund if they withdraw within the first 25% of the course.

If student is discontinued

Students will not be refunded any money if they are asked to withdraw from the course due to poor or negligent behavior.

Refund Policy

A student cancelling enrollment before the start of class and students withdrawing after class starts will be refunded any unused portion of the tuition, fees and other charges. Student needs to communicate with Neil Drysdale, Janelle Fleming, and/or Debby Boyce to indicate that they are withdrawing from the course. The charges to the eligible person for tuition, fees, and other charges will not exceed the approximate pro-rata portion of the tuition, fees and other charges that the length of the completed portion of the course bears to the total length of the course minus and administrative fee. DDC will have 45 days after withdrawal or termination to pay any refund due.

All programs are subject to change, lack of availability or cancellation without notice.

Cancellations

1. Rejection of Applicant: If an applicant is rejected for enrollment, or if a prospective international student has his/her visa application rejected, a full refund of all tuition monies paid will be made to the applicant.
2. Program Cancellation: If DDIC cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the student.
3. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by DDIC cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less a maximum application/registration fee of \$100, as noted on the enrollment agreement. DDIC may retain any actual housing costs incurred.
4. Cancellation after the start of class: A withdrawal will be considered a cancellation or no-show if the withdraw occurs within the first week of the program. All charges will be refunded and all payments returned to the individual or the applicable funding source less the \$200 registration fee.

As per the ACCET Document 31, the following refund policy applies:

1. DDIC will retain an administrative fee associated with withdrawal or termination of \$100.00
2. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000. When determining the number of weeks completed by the student, DDIC will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
3. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rate portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed.
4. After fifty percent (50%) of the period of financial obligation is completed, DDIC may retain the full tuition.

Refunds will be calculated based on State/VA refund policies and through our policy. Whichever amount benefits the student will be returned to the student.

Description of Facilities (general)

Space

The first floor has 1500 square feet and houses rental equipment, equipment for purchase, compressed air supply, and bathrooms. The second floor has 1200 square feet that includes the classroom area, the main office, equipment storage facility, and equipment repair facility. The Teaching Annex is located on Turner Street and has 1500 square feet of teaching space and administration offices.

Facilities

Discovery Diving Company is a two story facility located in Beaufort, NC with an additional teaching annex. All equipment required for SCUBA diving, either for rent or for purchase is available on the first floor of the facilities. The second floor of the facilities represents the main classroom area which includes white board, TV/DVD, and exemplary learning material. In addition, the second floor of the facility houses the repair station and main office. The teaching annex offers 3 separate classrooms and access to administrative offices.

Equipment

All equipment necessary for SCUBA diving and for completing the courses are available for purchase. Masks, fins, snorkels, wetsuits, booties, buoyancy compensator devices (BCDs), regulators, alternate air sources, dive knives, dive lights, dive slates, timing devices, underwater cameras, depth gauges, fish ID books, etc. For the first 4 weeks of the Program, gear besides masks, fins, snorkels and booties, are provided. After the initial 4 weeks, students are expected to purchase their own personal/professional gear in installments to have a complete set by 16 weeks.

Career Placement

Students will have access to College computers for online searching of possible job opportunities. PADI maintains a website of current job openings. Additionally, we receive periodic job announcements, which we forward to students via email. We do not guarantee employment, but we do our best to give our students every job opportunity that we discover.

Housing

Discovery Diving, Co., Inc maintains 2 dive lodges and students may stay in these lodges at a reduced rate.

Counseling

We are available by cell phone, email, or person to person counseling anytime during the weekends and by appointment.

Policy/Regulations Re: Granting Education Credit

Previous Educational Training

DDC accepts training from other training institutions such as NAUI, SSI, etc. When students enter the program, their skill level will be assessed by instructors and the appropriate class work required will be laid out for them.

CREDIT FOR PREVIOUS EDUCATION AND TRAINING

Students can receive credit for previous certifications and training. VA students must report and document all similar certifications and training to DDC. DDC will evaluate the training and grant credit on a case by case basis. We accept PADI certifications that have been completed within the last 6 months. If credit is granted the tuition and duration of training will be reduced accordingly and a written notice of the credit will be supplied to the student and a copy to the VA.

(This policy applies to all post-secondary education.)

The institution will require high school transcript, proof of high school graduation (or equivalency) or documented ability to benefit and transcripts for all post-secondary education. Prior to initial certification for Veterans benefits, the following will occur:

1. All post-secondary transcripts will be evaluated for applicable transfer credit. Applicable credit or lack thereof will be noted in the student's academic file.
2. For transfer credit accepted, appropriate reduction in the course of instruction will be granted.
3. Appropriate adjustment will be made in tuition and fees corresponding to the acceptance of transfer credit for any program of instruction.

PROGRESS RECORDS

DDC maintains progress records for both practical skills and academic work for all students. Staff council students on a daily basis but if an issue arises a counseling session will be scheduled to discuss the issue. Records of these sessions and evaluations will be part of the permanent student record. Records are maintained at DDC and digitally off site. Students have access to their records of attendance, program study, grades, practical and academic achievement and financial records free of charge. Copies will be made for a small fee.

Teach-out

The institution has and maintains the following policy with regard to continuation of current educational classes (a teach-out): In the event that the institution, for any reason, is unable to continue operation as an educational entity, sufficient bonding is in place to refund tuition and fees for currently enrolled classes as well as the refund of any unearned tuition and fees for educational programs (pre-paid tuition and fees) that cannot be completed through the awarding of terminal certificates, diploma, and/or degrees.

Other

Course Outline

For each program provided by DDC, a detailed description of the individual courses associated with those programs are provided (pages 34-47)

Subjects/Units

For each course provided by DDC, a detailed description of the subject matter follows (pages 34-47).

Type of Skill to be learned

For each course provided by DDC, a detailed description of the types of skills to be learned follows (pages 34-47).

Approximate Duration of Time

Approximate time required for each course is described as follows (pages 34-47) and the proportion of lab to classroom time is present on pages 51, 54-55, 59, 61, 63, 65 and 67 for the different programs we offer.

Clock Hours

Clock hour estimates for each course are provided as follows (pages 34-47) and on pages 51, 54-55, 59, 61, 63, 65, and 67 for the different programs we offer.

Credit Hours/Credit Hour Equivalent

Credit hour equivalents for some of the courses in the Programs are given. These are given by PADI's ACE accreditation for those particular classes. Granting institutions maintain the right to offer credit hours.

Required Equipment/Gear

For all programs, the manual should be purchased prior to class, read, and knowledge reviews completed. For PADI 100, BCs, regulators, wet suits, and weight belts are provided. For all other classes, students must provide the following:

- Full SCUBA including submersible pressure gauge and an alternate air source
- BC
- Compass
- Dive Knife
- Whistle
- Depth Gauge
- Dive Timer
- Mask
- Fins
- Snorkel
- Dive light (primary and secondary)
- Safety Sausage

PADI 100 - PADI Open Water SCUBA diver

The PADI Open Water course is designed to provide the student with the basic knowledge and skills to safely gain limited experience in the diving environment under favorable conditions. We recommend that the newly qualified SCUBA diver limit diving to calm, shallow waters with an experienced buddy and engage in special diving activities only after qualifying through training for the particular activity. Training categories include: diving equipment, medical aspects, diving physics, diving environment, dive tables, diving practices, diving activities, and SCUBA diving skills. The class culminates with 4 beach entry SCUBA dive. We include 2 boat dives to the Indra for extra experience on a charter boat and diving on a wreck (weather permitting). **Minimum Age:** 15 for an Open Water certification. People 10 to 15 years old receive a Junior Open Water Certification.

Requirement: 1) Complete a swim evaluation of 200 yard swim, 10 minute float, 5 minute tread, breath hold swim; 2) Satisfactorily pass a written examination; 3) Supply mask, fins, snorkel, PADI Open Water Manual with tables and Diver log book.

PADI 110 – Boat Diving Course

This course is designed to acquaint divers with the aspects of boat diving including terminology, layout, storage areas, off-limit areas, location of emergency equipment, boarding/debarking techniques, water entry and exit techniques and general in-water dive procedures. **Prerequisites:** PADI 100 PADI Open Water SCUBA diver or equivalent training. **Minimum Age:** 12

PADI 111 - Underwater Navigator

The PADI Underwater Navigator course is designed to familiarize the diver with the enjoyment of underwater navigation. **Prerequisites:** PADI 100 PADI Open Water SCUBA diver or equivalent training. **Minimum Age:** 12

PADI 112 - Dry Suit Diving

This course is designed to provide the student an understanding about diving in dry suits and to help the student to develop the skills, knowledge, and techniques necessary for dry suit diving.

Prerequisites: PADI 100 PADI Open Water SCUBA diver or equivalent training. **Minimum Age:** 12

PADI 113 – Diver Propulsion Vehicle

The PADI Diver Propulsion Vehicle course is designed to familiarize the diver with the enjoyment of underwater diving with a propulsion vehicle. **Prerequisites:** PADI 100 PADI Open Water SCUBA diver or equivalent training. **Minimum Age:** 12

PADI 114 - Full Face Mask

The PADI Full Face course is designed to educate divers about the use of Full Face Masks, with emphasis on the AGA Mask and the Ocean Reef Masks. This program will introduce the participants to Full Face Masks and the use of underwater communication equipment. **Prerequisites:** PADI 100 PADI Open Water SCUBA diver or equivalent training. **Minimum Age:** 15

PADI 115 - Underwater Naturalist

The PADI Underwater Naturalist course is designed to be an introduction to the underwater aquatic environment and to help the student diver develop safe and responsible interaction with aquatic life.

Prerequisites: PADI 100 PADI Open Water SCUBA diver or equivalent training. **Minimum Age:** 12

PADI 116 – Drift Diver Class

The PADI Drift Diver course is designed to familiarize the diver with the enjoyment of diving while using the currents to drift dive. **Prerequisites:** PADI 100 PADI Open Water SCUBA diver or equivalent training. **Minimum Age:** 12

PADI 117 – Aquarium Collecting Course

This course is designed to give the diver the necessary skills and knowledge for establishing and maintaining Salt Water aquariums. **Prerequisites:** PADI 100 PADI Open Water SCUBA diver or equivalent training. **Minimum Age:** 12

PADI 118 - Night Diver

The PADI Night Diver course is designed to prepare the diver to dive safely at night. **Prerequisites:** PADI 100 PADI Open Water SCUBA diver or equivalent training. **Minimum Age:** 12

PADI 119 - Underwater Photography

This course covers basic underwater digital photography with special emphasis on practical photographic techniques, covering such subjects as; available light, flash photography, camera handling, composition, photographic principles and care and maintenance of equipment.

Prerequisites: PADI 100 PADI Open Water SCUBA diver or equivalent training. **Minimum Age:** 12

PADI 120 – AWARE Fish Identification

The PADI AWARE Fish Identification course is designed to give the diver adequate knowledge to correctly identify North Carolina tropical reef fish, temperate water fish, as well as some of the more frequently encountered Caribbean reef fish. **Prerequisites:** PADI 100 PADI Open Water SCUBA diver or equivalent training. **Minimum Age:** 12

PADI 121 - Peak Performance Buoyancy

The PADI Peak Performance Buoyancy course will enhance the diver's buoyancy control ability through knowledge development and practical skills. By the end of the course you will be able to successfully run through a buoyancy course. **Prerequisites:** PADI 100 PADI Open Water SCUBA diver or equivalent training. **Minimum Age:** 12

PADI 200 - PADI Advanced Open Water Diver

The PADI Advanced Open Water Diver course is designed to enhance the experience, skill and knowledge of the diver for practical application in the diving environment. This course is a prerequisite for the Rescue Diver, Dive Master and Master Diver courses. **Prerequisites:** PADI 100 PADI Open Water SCUBA diver or equivalent training. **Minimum Age:** 15, 12 for Junior Advanced Open Water Divers.

PADI 210 - PADI Nitrox Diver

This course is designed to give the necessary skills and knowledge for diving with Enriched Air Nitrox. The course consists of a minimum of four hours of lectures and classroom exercises. The student will develop a working knowledge of Enriched Air Nitrox, physiological aspects of breathing oxygen at elevated partial pressures, computation of equivalent air depths, use of dive tables, oxygen analysis, dive planning, and special equipment requirements. **Prerequisites:** PADI 100 PADI Open Water SCUBA diver or equivalent training. **Minimum Age:** 15

PADI 220 Equipment Specialist

The PADI Equipment Specialist course is designed to be an introduction to new types of equipment and to familiarize divers with the operation and maintenance of equipment. **Prerequisites:** PADI 100 PADI Open Water SCUBA diver or equivalent training. **Minimum Age:** 12

PADI 230 - Underwater Hunter

The PADI Underwater Hunter course is centered on hunting with spear guns and pole spears. The course will also be used to develop the required knowledge and skills for underwater collecting of items such as shells, artifacts, or tropical fish. **Prerequisites:** PADI 200 PADI Advanced Open Water diver or equivalent training. **Minimum Age:** 15

PADI 240 – Narcosis Management Course

This course is offered through PSAI. This course will have you perform underwater skills that relate to the real world of diving: Keeping up with Depth, Air, Time, and Awareness (DATA). You must be comfortable and competent with the mental and motor skills at each training depth before training to the next level. Level 1 (100 ft); Level 2 (130 ft); Level 3 (150 ft). **Prerequisites:** PADI 200 Advanced Open Water Diver of equivalent and DAN Master Insurance or higher. **Minimum Age:** 15 for Level 1 and 2; 18 for Level 3.

PADI 250 - Shark Awareness

The PADI Shark Awareness course is designed to educate the diver about sharks, with emphasis on the Atlantic Sand Tiger. This course will also give an understanding into the true nature of sharks and dispel any preconceived notion about sharks. **Prerequisites:** PADI 200 PADI Advanced Open Water diver or equivalent training. **Minimum Age:** 15

PADI 300 - PADI Rescue Diver

The PADI Rescue Diver course is designed to develop the necessary knowledge and skills for individuals to effectively perform diver rescues and assists, manage diving accident situations, render proper first aid and qualify for PADI Divemaster training. **Prerequisites:** PADI 200 PADI Advanced Open Water diver or equivalent training and PADI Emergency First Response Course or equivalent First Aid/CPR. **Minimum Age:** 12

PADI 310 - Deep Diver

The PADI Deep Diver course is designed to provide the diver with the necessary skills and knowledge for safe diving in the 60 – 130 feet range. Planning, problems, hazards, decompression, special equipment, buoyancy control, descent lines, emergency procedures, flying after diving, dive tables, and recompression chambers will be covered. **Prerequisites:** PADI 200 PADI Advanced Open Water diver or equivalent training. **Minimum Age:** 15

PADI 320 - Wreck Diver

The PADI Wreck Diver course is designed to provide the diver with the necessary skills and knowledge for safe wreck diving. Planning, organization, procedures, techniques, problems and hazards associated with wreck diving, and limited penetration will be covered. **Prerequisites:** PADI 200 PADI Advanced Open Water diver or equivalent training. **Minimum Age:** 15

PADI 330 - Search and Recovery

The PADI Search and Recovery course is designed to acquaint the diver with the techniques and applications of search and recovery methods. Planning, organization, procedures, techniques, and problems and hazards associated with search and recovery diving will be covered. **Prerequisites:** PADI 200 PADI Advanced Open Water diver or equivalent training. **Minimum Age:** 12

PADI 340 - PADI Oxygen Provider

The PADI Oxygen Provider course is designed to teach you how to recognize diving illnesses treatable by emergency oxygen, properly setup oxygen equipment, and administer emergency oxygen.
Prerequisite: None

PADI 350 - On-site Neuro, Emergency First Responder and First Aid

The PADI Emergency First Responder and First Aid course is designed to teach BLS (Basic Life Support) CPR and rescue breathing at the layperson level, AED (automated external defibrillator) use (optional), preventing and caring for shock, spinal injury management, use of barriers to reduce disease transmission risk, and basic first aid and first aid kit considerations
Prerequisite: None

PADI 360 – Event Management

Learn how to design a non-profit, community outreach SCUBA event, including the preparation, advertising, and event management during the event.
Prerequisite: None

PADI 370 – Public Safety Diver Trainer I

The Public Safety Diver Trainer I course is conducted to gain experience with the tools you are acquiring in the PSD program. The individual taking this course has a high level of personal diving skill, is increasing their knowledge towards public safety diving situations, including recoveries of bodies, cars, and other recoverable items. **Prerequisite:** PADI 400 Public Safety Diver.

PADI 371 – Public Safety Diver Trainer II

The Public Safety Diver Trainer II course is conducted to gain experience with the tools you are acquiring in the PSD program. The individual taking this course has a high level of personal diving skill, is increasing their knowledge towards public safety diving situations, including recoveries of bodies, cars, and other recoverable items. **Prerequisite:** PADI 400 Public Safety Diver.

PADI 372 – Public Safety Diver Trainer III

The Public Safety Diver Trainer III course is conducted to gain experience with the tools you are acquiring in the PSD program. The individual taking this course has a high level of personal diving skill, is increasing their knowledge towards public safety diving situations, including recoveries of bodies, cars, and other recoverable items. **Prerequisite:** PADI 400 Public Safety Diver.

PADI 373 – Public Safety Diver Trainer IV

The Public Safety Diver Trainer IV course is conducted to gain experience with the tools you are acquiring in the PSD program. The individual taking this course has a high level of personal diving skill, is increasing their knowledge towards public safety diving situations, including recoveries of bodies, cars, and other recoverable items. **Prerequisite:** PADI 400 Public Safety Diver.

PADI 374 – Public Safety Diver Trainer V

The Public Safety Diver Trainer V course is conducted to gain experience with the tools you are acquiring in the PSD program. The individual taking this course has a high level of personal diving skill, is increasing their knowledge towards public safety diving situations, including recoveries of bodies, cars, and other recoverable items. **Prerequisite:** PADI 400 Public Safety Diver.

PADI 400 - Public Safety Diver Specialty Course

The PADI Public Safety Diver is designed to familiarize the diver with the skills, knowledge, planning, organization, procedures, techniques and hazards of public safety diving. You will learn the different equipment requirements for Public Safety Diving, as well as, different search patterns, scene handling, communication procedures, witness handling, and victim and self rescue techniques. **Prerequisite:** PADI 300; Rescue Diver; PADI 500 - Divemaster

PADI 401 Public Safety Search and Recovery Diver

The Public Safety Search and Recovery Diver is designed to familiarize the diver with the skills, knowledge, planning, organization, procedures, techniques and hazards of public safety Search and Recovery diving. You will learn the different equipment requirements for Public Safety Diving as well as different search patterns, lifting techniques, hazards, and problem management. **Prerequisite:** PADI 330; Search and Recovery

PADI 402 Public Safety Diver Surface Support Specialist

The Public Safety Diver Surface Support Specialist is introduced to and becomes familiar with the use of special procedures, equipment, scene handling, communication procedures, basic public safety diving search and rescue techniques, emergency procedures and documentation requirements. **Prerequisite:** **PADI 400; Public Safety Diver**

PADI 403 Public Safety Rescue Diver

The Public Safety Rescue Diver is a review of standard dive rescue practices followed by potential rescue concerns more specific to the public safety diver. You will learn the different equipment requirements for Public Safety Rescue Diving as well as assisting at the surface, advanced entanglement and entrapment rescue techniques, hazards, and problem management. **Prerequisite:** **PADI 400; Public Safety Diver**

PADI 404 Public Safety Investigator Diver

The Public Safety Investigator Diver develops advanced investigative skills to include witness interviews, scene assessment and protection, interpretation of collected information, search & recovery techniques, appropriate removal techniques and report writing. **Prerequisite:** **PADI 400; Public Safety Diver**

PADI 405 Public Safety U/W Evidence Recovery Specialist

The Public Safety U/W Evidence Recovery Specialist provides advanced evidence recovery and preservation techniques. Topics include various packaging methods, grid patterns and collection of small evidence and proper sieve use techniques **Prerequisite: PADI 400; Public Safety Diver**

PADI 406 Public Safety U/W Body Recovery Specialist

The Public Safety U/W Body Recovery Specialist concentrates on various body recovery techniques to include body bagging both underwater and on the surface, use of litters and lift bags for weighted bodies. Topics include various packaging methods, search and recovery techniques, interpretation of witness interviews and interacting with family members. **Prerequisite: PADI 400; Public Safety Diver**

PADI 407 Public Safety U/W Vehicle Recovery Specialist

The Public Safety U/W Vehicle Recovery Specialist concentrates on vehicle recovery techniques to include lift/attachment points, and working with wreckers and cranes. Topics include vehicle survey, vehicle and scene surveys, potential hazards including entanglement and entrapment, as well as, environmental concerns. **Prerequisite: PADI 400; Public Safety Diver**

PADI 408 Public Safety U/W Metal Detector Sp.

The Public Safety U/W Metal Detector Specialist discusses the use of underwater metal detectors in public safety diving. Topics include selection of, components of and proper use of underwater metal detectors both on land and underwater, use of various search patterns, and proper recovery of located items. **Prerequisite: PADI 400; Public Safety Diver**

PADI 409 Master Public Safety Diver

The Master Public Safety Diver is a culmination of all the courses. Students will have the opportunity to apply and demonstrate the various components of their public safety diving education culminating in a successful public safety dive operation. **Prerequisite: PADI 400; Public Safety Diver; PADI 403 Public Safety Rescue Diver; PADI 404; 405; 406; 407**

PADI 410 - Scientific Diver Course

The PADI Scientific Diver is a distinctive specialty that teaches students how to apply their fish and algae identification skills towards collecting data to answer scientific questions. Students learn basic techniques of quadrat surveys, transect surveys, fish identification surveys, and algal surveys for research purposes. **Prerequisite: PADI 300; Rescue Diver**

PADI 411 Instrumentation

The Instrumentation course is directly related to PADI 410 as basic survey tools will be constructed. Additional information on physical instrumentation to be used and deployed, such as Acoustic Doppler Current Profilers (ADCPs), thermistors, and conductivity recorders will be used as needed for research. **Prerequisite: PADI 100 - Open Water**

PADI 412 DAN Diving First Aid for the Professional

The DAN Diving First Aid for the Professional (DFA- Pro) is specifically designed for commercial, professional, and scientific divers along with aquarium staff and volunteers or people who utilize diving equipment as part of their job in these work environments. DFA Pro utilizes information from the four core modules of CPR Health Care Provider (HCP), Emergency Oxygen for Scuba Diving Injuries, Neurological Assessment, and First Aid for Hazardous Marine Life Injuries. **Prerequisite: PADI 100 – Open Water**

PADI 413 Basic Statistics

The Basic Statistics course is geared to introduce new students to the concepts of experimental design and statistical analysis. Data acquired during the PADI 410 course is analyzed statistically and presented in oral and written form. **Prerequisite: PADI 410 – Scientific Diver**

PADI 414 Data Visualization

The Data Visualization course is used to introduce new students to the different data visualization techniques employed in the oceanographic community. Basic techniques include the use of bar graphs, time series plots, contour plots, and pie charts in an effort to interpret data collected in the PADI 410 Scientific Diver Course. **Prerequisite: PADI 410 – Scientific Diver**

PADI 415 Basic Oceanography

The Basic Oceanography course provides entry-level information about the core components of Oceanography: Biological, Geological, Chemical, and Physical. Students learn the major physical drivers of circulation in their local area as well as the pertinent biology, chemistry, and geology and the interactions between them. **Prerequisite: PADI 100 – Open Water**

PADI 416 Scientific Diver Training I

The Scientific Diver Training allows the divers to collect data as necessary for the research project. Diving will be supervised and instructors will provide advice as required. **Prerequisite: PADI 400 – Scientific Diver**

PADI 451 - PADI Divemaster Prep I

The Dive Master Prep course is conducted prior to the enrollment in the PADI 500 Divemaster Course. The individual taking this course has a high level of personal diving skill, is increasing their knowledge towards instructor level for diving theory, works towards obtaining significant training in assisting instructors during training activities and wants to assume a role of responsibility for the welfare of other divers in his/her charge. Specifically, participants learn how to teach all aspects of the Open Water Course Day One. **Prerequisite: 18 years old**

PADI 452 - PADI Divemaster Prep II

The Dive Master Prep course is conducted prior to the enrollment in the PADI 500 Divemaster Course. The individual taking this course has a high level of personal diving skill, is increasing their knowledge towards instructor level for diving theory, works towards obtaining significant training in assisting instructors during training activities and wants to assume a role of responsibility for the welfare of other divers in his/her charge. Specifically, participants learn how to teach all aspects of the Open Water Course Day Two Classroom work. **Prerequisite: 18 years old**

PADI 453 - PADI Divemaster Prep III

The Dive Master Prep course is conducted prior to the enrollment in the PADI 500 Divemaster Course. The individual taking this course has a high level of personal diving skill, is increasing their knowledge towards instructor level for diving theory, works towards obtaining significant training in assisting instructors during training activities and wants to assume a role of responsibility for the welfare of other divers in his/her charge. Specifically, participants learn how to teach all aspects of the Open Water Course Day Two Classroom poolwork. **Prerequisite: 18 years old.**

PADI 454 - PADI Divemaster Prep IV

The Dive Master Prep course is conducted prior to the enrollment in the PADI 500 Divemaster Course. The individual taking this course has a high level of personal diving skill, is increasing their knowledge

towards instructor level for diving theory, works towards obtaining significant training in assisting instructors during training activities and wants to assume a role of responsibility for the welfare of other divers in his/her charge. Specifically, participants learn how to teach all aspects of the Open Water Course Day Three Classroom, poolwork, and open water. **Prerequisite: 18 years old**

PADI 455 - PADI Divemaster Prep V

The Dive Master Prep course is conducted prior to the enrollment in the PADI 500 Divemaster Course. The individual taking this course has a high level of personal diving skill, is increasing their knowledge towards instructor level for diving theory, works towards obtaining significant training in assisting instructors during training activities and wants to assume a role of responsibility for the welfare of other divers in his/her charge. Specifically, participants learn how to teach all aspects of the Open Water Course Day Four Classroom and open water. Students also receive the Master Diver qualification.

Prerequisite: 18 years

PADI 500 - PADI Divemaster Course

The Dive Master course is conducted on an individual basis and denotes an individual who has a high level of personal diving skill, has instructor-level knowledge of diving theory, has had significant training in assisting instructors during training activities and is able to assume a role of responsibility for the welfare of other divers in his/her charge. **Prerequisite: PADI 300, 40 dives, 18 years old**

PADI 601 – Apprentice Teaching I

The Apprentice Teaching course is conducted prior to the enrollment in the IDC and lets participants hone their teaching abilities. Participants work directly with instructors and teach or aid with teaching the classroom section of the Open Water Day One. Participants will lead lectures, present skills, and conducting Open Water dives. Students must have one of the equipment packages available at DDIC for enrollment in this program. **Prerequisite: PADI 500**

PADI 602 – Apprentice Teaching II

The Apprentice Teaching course is conducted prior to the enrollment in the IDC and lets participants hone their teaching abilities. Participants work directly with instructors and teach or aid with teaching the classroom section of the Open Water Day Two. Participants will lead lectures, present skills, and conducting Open Water dives. **Prerequisite: PADI 500**

PADI 603 – Apprentice Teaching III

The Apprentice Teaching course is conducted prior to the enrollment in the IDC and lets participants hone their teaching abilities. Participants work directly with instructors and teach or aid with teaching the poolwork section of the Open Water Day Two. Participants will lead lectures, present skills, and conducting Open Water dives. **Prerequisite: PADI 500**

PADI 604 – Apprentice Teaching IV

The Apprentice Teaching course is conducted prior to the enrollment in the IDC and lets participants hone their teaching abilities. Participants work directly with instructors and teach or aid with teaching the classroom section of the Open Water Day Three. Participants will lead lectures, present skills, and conducting Open Water dives. **Prerequisite: PADI 500**

PADI 605 – Apprentice Teaching V

The Apprentice Teaching course is conducted prior to the enrollment in the IDC and lets participants hone their teaching abilities. Participants work directly with instructors and teach or aid with teaching the poolwork and open water sections of the Open Water Day Three. Participants will lead lectures, present skills, and conducting Open Water dives. **Prerequisite: PADI 500**

PADI 606 – Apprentice Teaching VI

The Apprentice Teaching course is conducted prior to the enrollment in the IDC and lets participants hone their teaching abilities. Participants work directly with instructors and teach or aid with teaching the openwater section of the Open Water Day Four. Participants will lead lectures, present skills, and conducting Open Water dives. **Prerequisite: PADI 500**

PADI 607 – Apprentice Teaching VII

The Apprentice Teaching course is conducted prior to the enrollment in the IDC and lets participants hone their teaching abilities. Participants work directly with instructors and teach or aid with teaching the classroom and open water sections of Advanced Open Water. Participants will lead lectures, present skills, and conducting Open Water dives. **Prerequisite: PADI 500**

PADI 610 Compressor Operation

Learn the basics of running a compressor. Includes a general knowledge on how to start up and shut down the machine, check for oil and leaks, and preventative maintenance, such as blow downs.

Prerequisite: None

PADI 620 Risk Management and the Paper Trail

Learn a proficient method of record keeping to ensure proper tracking of training and experience. Includes a round table discussion of diving safety issues and proper responses. **Prerequisite: PADI 500 or PADI 700**

PADI 630 Boat Handling and Crewing

Practical seamanship on a dive boat that provides regular dive charters. Learn how assist and guide inexperienced and experienced divers. Includes anchoring and evaluating dive conditions including currents and visibility affecting divers and stressing diver safety. **Prerequisite: PADI 500**

PADI 640 Group Leadership

Organization, planning and accountability for dive travel. Includes learning how to interface well with store staff and boat crews. Procedures to facilitate an enjoyable time for the dive travel participants.

Prerequisite: None

PADI 650 SCUBA Cylinder Filling

Learn the basics of filling SCUBA cylinders from a multi-bank fill station. Includes hooking the cylinder up to the filling station, verifying tank pressure, checking cylinder for current VIP and Hydro status.

Prerequisite: None

PADI 660 How to sell SCUBA Equipment – Retail Sales

Selling the basic SCUBA equipment to divers, includes salesman etiquette, equipment features and benefits presentation, closing the sale, and countering objections. **Prerequisite: Swim test**

PADI 670 Repair

Field Maintenance of all major SCUBA diving brands and types of equipment. **Prerequisite: PADI 220**

PADI 701 - PADI Instructor Course I

The PADI Instructor Development Course (IDC) is the heart of the PADI Instructor training process. During the IDC, qualified PADI Divemasters or Assistant Instructors will apply their diving skills and

knowledge to learn how to teach the PADI system in the classroom, confined water (pool) and open water. This section covers the basics of teaching in confined water, general PADI standards, risk management, and basic dive theory. **Prerequisites:** PADI 500 Divemaster

PADI 702 - PADI Instructor Course II

The PADI Instructor Development Course (IDC) is the heart of the PADI Instructor training process. During the IDC, qualified PADI Divemasters or Assistant Instructors will apply their diving skills and knowledge to learn how to teach the PADI system in the classroom, confined water (pool) and open water. This section covers how to teach the Open Water Course, Adventures in Diving, Rescue, and Divemaster courses. Confined water presentations are also part of this module. **Prerequisites:** PADI 500 Divemaster

PADI 703 - PADI Instructor Course III

The PADI Instructor Development Course (IDC) is the heart of the PADI Instructor training process. During the IDC, qualified PADI Divemasters or Assistant Instructors will apply their diving skills and knowledge to learn how to teach the PADI system in the classroom, confined water (pool) and open water. This section covers confined water presentations, a Discover SCUBA diving workshop and exams are given. **Prerequisites:** PADI 500 Divemaster

PADI 710 O2 Instructor

The *PADI Emergency Oxygen Provider Specialty Instructor Training Course* teaches the PADI Professional how to deliver this course, and how it can be integrated into other PADI courses, particularly the Rescue Diver program. The PADI Emergency Oxygen Provider Specialty Instructor Training Course takes less than 1 day, and is scheduled regularly at all venues. **Prerequisite: PADI 500 or PADI 700, PADI 340**

PADI 720 EFR Instructor

Gain experience in how to structure learning, the requirements of performance-based training and your role as the instructor in the learning environment for teaching CPR and first aid. You also learn how to motivate students, evaluate student knowledge, present course content effectively, become proficient in developing students' hands-on skills practice sessions, and are taught how to present an effective scenario-based learning experience. **Prerequisite: PADI 350**

PADI 730 – Instructor Exam

Two day PADI Open Water Instructor exam. Prerequisite: PADI 701, 702, 703

PADI 800 Deep Diver Specialty Instructor

The PADI Deep Diver course is designed to provide the diver with the necessary skills and knowledge for safe diving in the 60 – 130 feet range. Planning, problems, hazards, decompression, special equipment, buoyancy control, descent lines, emergency procedures, flying after diving, dive tables, and recompression chambers will be covered. Students will obtain the Deep Diver certification card and then perform 16 additional dives using the knowledge and skills attained in the course. **Prerequisite: Instructor**

PADI 810 Underwater Photography Specialty Instructor

The Underwater Photography course is designed to provide the diver with the necessary skills and knowledge for taking underwater pictures with both a digital camera or a more conventional film camera. You will learn how to choose the right underwater camera system, applying the PADI SEA method for getting great shots quickly, and three primary principles for good underwater photos.

Students will obtain the Underwater Photography certification card and then perform 16 additional dives using the knowledge and skills attained in the course. **Prerequisite: Instructor**

PADI 820 Enriched Air Diver Specialty Instructor

This course is designed to give the necessary skills and knowledge for diving with and teaching Enriched Air Nitrox. The student will develop a working knowledge of Enriched Air Nitrox, physiological aspects of breathing oxygen at elevated partial pressures, computation of equivalent air depths, use of dive tables, oxygen analysis, dive planning, and special equipment requirements. Enriched Air dives will be combined with the required dives for other specialties. **Prerequisite: Instructor**

PADI 830 Night Diver Specialty Instructor

The PADI Night Diver Specialty Instructor course is designed to acquaint the diver with the techniques and applications of Night diving and how to teach them to divers. Specifically, students will learn night dive planning, organization, procedures, techniques, potential problems, buoyancy control, entries, exit, and underwater navigation at night, and an introduction to the nocturnal aquatic life. **Prerequisite: Instructor**

PADI 840 Search and Recovery Specialty Instructor

The PADI Search and Recovery course is designed to acquaint the diver with the techniques and applications of search and recovery methods. Planning, organization, procedures, techniques, and problems and hazards associated with search and recovery diving will be covered. Students will learn how to prepare the Search and Recovery teaching tools and to present the material in addition to acquiring the required 20 dives. **Prerequisite: PADI Instructor**

PADI 850 Sidemount Specialty Instructor

The PADI Sidemount Diver course is designed to acquaint the diver with the techniques and applications of a different way to configure your cylinders. Planning, organization, procedures, techniques, and problems and hazards associated with sidemount diving will be covered. Students will learn how to prepare the Sidemount teaching tools and to present the material in addition to acquiring the required 20 dives. **Prerequisite: PADI Instructor**

PADI 860 Underwater Hunter Specialty Instructor

The Underwater Hunter course is designed to provide the diver with the necessary skills and knowledge for hunting edible fish species by various methods such as pole spear and speargun. You will learn how to choose the right hunting tool, bagging the catch, protecting your catch in water, identifying edible species, following local laws and legislation, certification card and then perform 16 additional dives using the knowledge and skills attained in the course. **Prerequisite: Instructor**

PADI 870 Wreck Diver Specialty Instructor

The PADI Wreck Diver Instructor Specialty course is designed to provide the diver with the necessary skills and knowledge for safe wreck diving and teaching those skills to new divers. Planning, organization, procedures, techniques, problems and hazards associated with wreck diving, and limited penetration will be covered. Upon completion of the Wreck Diver Specialty, students are required to log 16 more wreck dives using the skills obtained in the Wreck specialty. **Prerequisite: Instructor**

PADI 900 PADI IDC Staff Instructor

The PADI IDC Staff Instructor allows the dive professional to participate in the development of Open Water SCUBA Instructors. Participants learn about the Instructor Development Course (IDC) process and assist a Course Director in IDCs. **Prerequisite: PADI Master SCUBA Diver Trainer**

PADI 901 Divemaster Mentoring

The PADI 901 Divemaster Mentoring program introduces the candidate to the PADI divemaster testing process, paperwork, and filing procedures. Candidates directly mentor potential divemasters through the dive theory development process as well as appropriate student interaction as a dive professional. **Prerequisite: PADI Master SCUBA Diver Trainer**

PADI 902 Rescue Techniques

The PADI Rescue Techniques course prepares candidates to teach the proper Rescue Techniques for the PADI 300 Rescue Diver course. **Prerequisite: PADI Master SCUBA Diver Trainer**

PADI 903 Course Design & Marketing

Candidates design and prepare their own SCUBA specialty to submit to PADI for approval. Candidates learn marketing techniques from webpage design and setup, email marketing, and SCUBA club interaction. **Prerequisite: PADI Open Water SCUBA Instructor**

PADI 904 EFR Instructor

Candidates learn the teaching methodologies associated with teaching an EFR First Aid/CPR course. Participants will also learn how to market their program and acquire clients. **Prerequisite: PADI Open Water SCUBA Instructor**

PADI 905 IDC Seminars

Assist with all portions of Instructor development, including organization, facility rental, scheduling, and paperwork submission. **Prerequisite: PADI 900 IDC Staff Instructor; PADI 904 EFR Instructor**

PADI 906 Master Instructor

The second highest ranking of a PADI professional that allows participants to assist with all portions of Instructor development, including organization, mentoring, facility rental, scheduling, and paperwork submission. **Prerequisite: PADI 900 IDC Staff Instructor; PADI 904 EFR Instructor**

PADI 1000 Tec40 Diver

The PADI Tec 40 qualifies a diver to complete up to 10min of non-accelerated decompression while breathing from one additional deco cylinder of up to EANx50. Depth is limited to 130 ft or 40 m . **Prerequisite: PADI 200 – Advanced Open Water; PADI 210 – Enriched Air Nitrox; PADI 310 – Deep Diver or proof of 10 dives to 100ft; Minimum of 30 logged dives of which 10 were made with enriched air, 7 deeper than 100 ft.**

PADI 1100 Tec45 Diver

The PADI Tec 45 qualifies a diver to complete dives with longer decompression schedules and using an additional deco cylinder. The diver is qualified to complete accelerated decompression dives using any mix of EANx or oxygen. Depth is limited to 45m/ 145 ft. **Prerequisite: PADI 1000 – Tec 40; PADI 300 – Rescue Diver; Minimum of 50 logged dives of which 12 were made with enriched air deeper than 60 ft and at least 6 deeper than 100ft**

PADI 1200 Tec50 Diver

The PADI Tec 50 diver is qualified to use air for bottom gas and 2 decompression mixes up to 100% Oxygen to make extended, accelerated decompression dives. Depth limit is 50 m/ 165 ft..

Prerequisite: PADI 200 - Advanced Open Water; PADI 310 – Deep Diver or equivalent; PADI 1100 Tec 45; Minimum of 100 logged dives of which at least 20 were made with enriched air deeper than 60 ft and at least 15 deeper than 100 ft.

PADI 1300 Tec40 CCR Diver

The PADI Rebreather course teaches divers how Type T rebreathers (which can be electronic CCRs or manual CCRs) work and the importance of proper setup and maintenance. Divers will work on performing proper pre-dive checks; developing the habit of keeping the loop closed when the mouthpiece is not in your mouth; doing bubble checks, bailout drills and handling other potential problems, buoyancy fine-tuning, gauge monitoring, and post-dive procedures and disassembly.

Prerequisite: PADI 200 – Advanced Open Water; PADI 210 – Enriched Air Nitrox; PADI 300 – Rescue Diver; PADI 310 – Deep Diver or proof of 10 dives to 100ft; Minimum of 30 logged dives of which 10 were made with enriched air; At least 50 logged dives.

PADI 1350 Tec60 CCR Diver

Second level of technical dive training with Type T CCRs. Extend your CCR diving to a maximum depth of 60m/200 ft. Complete multiple decompression stops, manage life-support problems and dive with trimix/heliox as a diluent. **Prerequisite: PADI 1300 Tec40 CCR Diver; logged 150 dives, with at least 25 dives and 50 hrs experience diving the Type T CCR with an offboard bailout system. 10 logged CCRD dives deeper than 30m/100 ft.**

PADI 1400 Tec Trimix Diver

The PADI Tec Trimix diver is qualified to use air, EANx, oxygen and trimix for multiple stop decompression dives using two or more decompression gases and to dive to depths of 90m/300 ft using hypoxic trimix. **Prerequisite: PADI 300; Rescue Diver; PADI 1100 PADI TecRec 50; Minimum of 150 logged dives**

PADI 1500 Tec Instructor

Introduction to the ranks of technical diving instruction. Qualifies you to teach the Tec40 course and assist a Tec Deep Instructor with Tec 45 Diver course. **Prerequisite: PADI MSDT, PADI 820 – Enriched Air Instructor, PADI 800 - Deep Diver Specialty Instructor, Minimum 100 logged dives, 20 EANx, 25 dives deeper than 18 meters/60 feet and 15 dives deeper than 30 meters/100 feet, Tec45 Diver, Minimum of 20 stage deco dives.**

PADI 1550 Tec40 CCR Instructor

Entry level into the Closed Circuit Rebreather Professionals. Qualifies you to conduct Discover Rebreather programs and teach the Tec40 CCR Diver Course. **Prerequisite: PADI MSDT; PADI – 820 Enriched Air Instructor; PADI 800 - PADI Deep Diver Specialty Instructor; TEC40 CCR Diver; Minimum of 150 logged dives; 100 hrs on Specific Rebreather**

PADI 1600 TecDeep Instructor

The PADI Tec Deep Instructor is qualified to teach the PADI 1000 – Tec 40, PADI 1100 – Tec 45, and PADI 1200 – Tec 50 courses. **Prerequisite: Master Scuba Diver Trainer; PADI 820 - Enriched Air Instructor; PADI 800 - Deep Diver Specialty Instructor; PADI Tec50 Diver; Certified a total of 10 or more PADI Deep Divers and/or PADI Enriched Air Divers**

PADI 1700 Tec Gas Blender

The Tec Gas Blender Instructor prepares you to teach how to blend gases of Nitrox and Trimix and to understand the different blending methodologies. It also explains the potential hazards related to handling oxygen and demonstrates the steps related to oxygen cleaning equipment. **Prerequisite: PADI 810 – Enriched Air Diver Specialty Instructor; Tec Gas Blender; OWSI**

PADI 1800 Tec Trimix Instructor

The Tec Trimix Instructor prepares you to teach the Tec Trimix course to students. **Prerequisite: MSDT; PADI 1600 – Tec Deep Instructor; PADI 1400 – Tec Trimix Diver; 200 logged dives with 20 tec decompression dives at least 10 were deeper than 40m/130 ft using trimix. Minimum of 350 logged dives with 50 decompression dives deeper than 40 m/130ft. 30 must be deeper than 50 m/165 ft using trimix with less than 21 percent O₂.**

PADI 1900 Tec Sidemount Instructor

The Tec Sidemount Instructor provides the basics for teaching the Tec Sidemount course. Topics include configuration for fit and comfort as well as gas bottle usage. **Prerequisite: PADI 800 – Deep Specialty Instructor; PADI 810 – Enriched Air Nitrox Instructor; PADI 1100 – Tec45 Diver; PADI 1500 – Tec Instructor; PADI 850 – PADI Sidemount Instructor**

Other courses available on request.

VA Certificate Programs:

Dive Professional Certificates: a) SCUBA Divemaster for Elite Professionals; b) SCUBA Instructor for Elite Professionals; c) Master SCUBA Diver Trainer for Elite Professionals.

Students enrolling in these programs will satisfactorily complete the courses required leading to either a) PADI Divemaster; b) PADI Open Water SCUBA Instructor; c) PADI Master SCUBA Diver Trainer certifications; d) PADI Public Safety Diver; e) Science Diver – Distinctive specialty; f) PADI Master Instructor; or g) PADI Technical Diver

The **Divemaster** certification allows professionals to conduct the following:

1. Supervise both training and non-training related activities by planning, organizing and directing dives
2. Conduct the PADI Skin Diver course and PADI Discover Snorkeling program
3. Conduct the PADI Discover Local Diving experience
4. Conduct the PADI Scuba Review program

The **Instructor** certification allows professionals to conduct the following:

1. Supervise both training and non-training related activities by planning, organizing and directing dives
2. Conduct the PADI Skin Diver course and PADI Discover Snorkeling program
3. Conduct the PADI Discover Local Diving experience
4. Conduct the PADI Scuba Review program
5. Conduct the PADI Open Water SCUBA Diver Course.
6. Conduct the PADI Advanced Open Water SCUBA Diver Course
7. Conduct the PADI Rescue Diver Course
8. Conduct the PADI Divemaster Course.
9. Earn the PADI Digital Underwater Photographer Specialty Instructor rating to be able to teach the PADI Digital Underwater Photographer specialty.
10. Conduct the PADI Seal Team Skin Diver Specialist AquaMission
11. Teach Emergency First Response courses after successfully completing an Emergency First Response Instructor course.
12. Teach the suite of PADI courses from Open Water SCUBA Diver Course through to Divemaster.

The **Master SCUBA Diver Trainer Instructor** certification allows professionals to conduct the following:

1. Conduct the PADI Open Water SCUBA Diver Course.
2. Conduct the PADI Advanced Open Water SCUBA Diver Course
3. Conduct the PADI Rescue Diver Course
4. Conduct the PADI Divemaster Course
5. Conduct the PADI Search and Recover Course.
6. Conduct the PADI Wreck Diver Course.
7. Conduct the PADI Deep Diver Course
8. Conduct the PADI Underwater Photographer Course
9. Conduct the Night Diver Course
10. Conduct the Side-Mount Diver Course
11. Conduct the Underwater Hunter Course
12. Conduct the Enriched Air Diver Course

The **Public Safety Diver** certification allows professionals to conduct the following:

1. Participate in public service related search and recovery operations
2. Participate in public service related vehicle recovery operations
3. Participate in public service related evidence recovery operations
4. Participate in public service related rescue operations

The **Scientific Diver** certification allows professionals to conduct the following:

1. Conduct science on a research questions related to the marine field
2. Conduct algal quadrat surveys
3. Conduct fish identification, counts, and size estimates
4. Conduct invertebrate identification, counts, and size estimates
5. Collect and analyze data related to a scientific question
6. Present findings in paper/powerpoint/poster presentations

The **Master Instructor** certification allows professionals to conduct the following:

1. Conduct the Assistant Instructor portion of an Instructor Development Course (IDC)
2. Conduct Rescue scenarios as part of the IDC
3. Assist with the development of new professionals in the SCUBA diving industry
4. Apply for Course Director, the highest instructional rating in the PADI system

The **Technical Diver Instructor** certification allows professionals to conduct the following:

1. Safely conduct no-decompression dives that push the recreational dive depths
2. Safely conduct decompression dives
3. Teach others about different gas mixtures for use on decompression dives
4. Teach others about rebreathers
5. Teach others about side-mount options

At the end of each "reporting period", student attendance (clock-hours/week) of less than 22 hours for any week, i.e. not maintaining full time, will be reported for the calendar week (s) in question, Sunday through Saturday. This change in training time affects the benefit amount and will result in a reduction and/or loss of benefits (tuition/fees, housing allowance).

SCUBA Divemaster Program for Elite Professionals and 2019-2020 Calendars

---Producing highly qualified and employable professionals for the future.

Be a part of the fast growing recreational industry of SCUBA diving by learning how to teach others how to participate in this sport. This curriculum provides in-depth study of the professional aspects of SCUBA diving: its segments, business practices, tools, techniques, and applications are explored via demonstrations, assignments, and on-the-job internships.

Course work includes in-depth study of SCUBA diving techniques from beginner to Advanced, Search and Recovery, Rescue, Equipment specialties and divemaster.

Graduates will be thoroughly prepared to successfully perform the duties required by divemasters in the SCUBA diving industry and will receive international recognition for that training through the PADI (Professional Association of Dive Instructor) organization.

Graduates will receive a certificate from DDIC for successful completion of the program and will and divemaster paperwork will be submitted to PADI. PADI ultimately determines the divemaster number and certificate issuance for the student.

Total Cost: \$8,101.17, 320 clock hours, 14 weeks long with breaks

Please see the following pages for a list of the courses approved for this program as well as the approved Calendars for 2019 and 2020.

Some of the courses may be interchangeable for semester hour credit as indicated below. This is based on PADI ACE accreditation standards for those courses and equivalents are listed on page 95. PADI policies for credit hour determination is available at <http://www.padi.com/padi/en/footerlinks/collegecreditsace.aspx>

Curriculum Courses

Rolling admission and student works at their own pace within a year

These courses are fixed date for VA participants and may not be altered.

Course Number	Course Name	Class	Lab	Clock Hours	Sem Hrs	Wk. Exp
PADI 100	Open Water SCUBA diver	25	19	44	1	
PADI 200	Advanced Open Water	12	13	25	1	
PADI 210	Enriched Air Nitrox	11		11	1	
PADI 320	Wreck Diver	8	17	25	1	
PADI 220	Equipment Specialty	11		11	1	
PADI 330	Search and Recovery	10	15	25	1	
PADI 340	PADI Oxygen Provider	11		11	1	
PADI 350	On-site Neuro, Emergency First Responder and First Aid	11		11	1	
PADI 300	Rescue Diver	10	15	25	1	
PADI 451	Divemaster Prep I	11	11	22		
PADI 452	Divemaster Prep II	11	11	22		
PADI 453	Divemaster Prep III	11	11	22		
PADI 454	Divemaster Prep IV	11	11	22		
PADI 455	Divemaster Prep V	11	11	22		
PADI 500	Divemaster	4	18	22	2	

2019 Calendars

Calendar - 1 Term 1 1/5-2/12 Break 2/13-2/17 Term 2 2/18-4/9 Break 4/10-4/14 Term 3 4/15-5/29	Calendar - 2 Term 1 2/2-3/12 Break 3/13-3/17 Term 2 3/18-5/7 Break 5/8-5/12 Term 3 5/13-6/26	Calendar - 3 Term 1 3/16-4/23 Break 4/24-4/28 Term 2 4/29-6/18 Break 6/19-6/23 Term 3 6/24-8/7
Calendar - 4 Term 1 4/6-5/14 Break 5/15-5/19 Term 2 5/20-7/9 Break 7/10-7/14 Term 3 7/15-8/28	Calendar - 5 Term 1 5/4-6/11 Break 6/12-6/16 Term 2 6/17-8/6 Break 8/7-8/11 Term 3 8/12-9/25	Calendar - 8 Term 1 6/15-7/23 Break 7/24-7/28 Term 2 7/29-9/17 Break 9/18-9/22 Term 3 9/23-11/6
Calendar - 10 Term 1 7/13-8/20 Break 8/21-8/25 Term 2 8/26-10/15 Break 10/16-10/20 Term 3 10/21-12/4	Calendar - 12 Term 1 8/17-9/24 Break 9/25-9/29 Term 2 9/30-11/19 Break 11/20-11/24 Term 3 11/25-1/8	Calendar - 13 Term 1 9/14-10/22 Break 10/23-10/27 Term 2 10/28-12/17 Break 12/18-12/22 Term 3 12/23-2/5
Calendar - 15 Term 1 10/26-12/3 Break 12/4-12/8 Term 2 12/9-1/28 Break 1/29-2/2 Term 3 2/3-3/18		

2020 Calendars

Calendar - 1 Term 1 1/4-2/11 Break 2/12-2/16 Term 2 2/17-4/7 Break 4/8-4/12 Term 3 4/13-5/27	Calendar - 2 Term 1 2/1-3/10 Break 3/11-3/15 Term 2 3/16-5/5 Break 5/6-5/10 Term 3 5/11-6/24	Calendar - 4 Term 1 3/14-4/21 Break 4/22-4/26 Term 2 4/27-6/16 Break 6/17-6/21 Term 3 6/22-8/5
Calendar - 5 Term 1 4/18-5/26 Break 5/27-5/31 Term 2 6/1-7/21 Break 7/22-7/26 Term 3 7/27-9/9	Calendar - 6 Term 1 5/9-6/16 Break 6/17-6/21 Term 2 6/22-8/11 Break 8/12-8/16 Term 3 8/17-9/30	Calendar - 7 Term 1 6/6-7/14 Break 7/15-7/19 Term 2 7/20-9/8 Break 9/9-9/13 Term 3 9/14-10/28
Calendar - 10 Term 1 7/18-8/25 Break 8/26-8/30 Term 2 8/31-10/20 Break 10/21-10/25 Term 3 10/26-12/9	Calendar - 12 Term 1 8/15-9/22 Break 9/23-9/27 Term 2 9/28-11/17 Break 11/18-11/22 Term 3 11/23-1/6	Calendar - 14 Term 1 9/12-10/20 Break 10/21-10/25 Term 2 10/26-12/15 Break 12/16-12/20 Term 3 12/21-2/3
Calendar - 15 Term 1 10/17-11/24 Break 11/25-11/29 Term 2 11/30-1/19 Break 1/20-1/24 Term 3 1/25-3/10		

SCUBA Instructor Program for Elite Professionals and 2019-2020 Calendars

---Producing highly qualified and employable professionals for the future.

Be a part of the fast growing recreational industry of SCUBA diving by learning how to teach others how to participate in this sport. This curriculum provides in-depth study of the professional aspects of SCUBA diving: its segments, business practices, tools, techniques, and applications are explored via demonstrations, assignments, and on-the-job internships.

Course work includes in-depth study of SCUBA diving techniques from beginner to Advanced, Search and Recovery, Rescue, Divemaster, Equipment specialties, group management, planning, and business practices.

Graduates will be thoroughly prepared to successfully perform the duties required by instructors in the SCUBA diving industry and will receive international recognition for that training through the PADI (Professional Association of Dive Instructor) organization.

Graduates will receive a certificate from DDIC for successful completion of the program and will then be able to take the PADI administered Instructor Exam (IE). PADI will ultimately grant the SCUBA Instructor Certificate.

Total Cost: \$23,585.17 for 716 hours, books included past PADI 451 Divemaster Prep I, 32 weeks with breaks

Please see the following pages for a list of the courses approved for this program.

Some of the courses may be interchangeable for semester hour credit as indicated below. This is based on PADI ACE accreditation standards for those courses and equivalents are listed on page 86. PADI policies for credit hour determination is available at <http://www.padi.com/padi/en/footerlinks/collegecreditsace.aspx>

Term 1 Classes

100 Open Water, 200 Advanced Open Water, 330 Search and Recovery, 360 Event, 451 Divemaster Prep

Term 2 Classes

210 Enriched Air Nitrox, 220 Equipment Specialty, 300 Rescue Diver, 340 O2 Provider, 350 Neuro/EFR, 452 Divemaster Prep, 453, Divemaster Prep, 454 Divemaster Prep, 455 Divemaster Prep

Term 3 Classes

320 Wreck Diver, 500 Divemaster, 601 Apprentice Teaching, 602 Apprentice Teaching, 610 Compressor Operation, 650 SCUBA Cylinder Filling, 710 O2 Instructor, 720 EFR Instructor

Term 4 Classes

310 Deep Diver, 603 Apprentice Teaching, 604 Apprentice Teaching, 605 Apprentice Teaching, 620 Risk Management, 640 Group Management, 660 Sales

Term 5 Classes

606 Apprentice Teaching, 607 Apprentice Teaching, 630 Boat Handling/ Crewing, 701 Instructor Dev Course, 702 Instructor Dev Course, 703 Instructor Dev Course, 730 Instructor Exam

Curriculum Courses

Rolling admission and student works at their own pace within a year. Semester equivalents are based on PADI ACE credit

These courses are fixed date for VA participants and may not be altered.

Course Number	Course Name	Class	Lab	Clock Hours	Sem Hrs	Wk. Exp
PADI 100	Open Water SCUBA diver	25	19	44	1	
PADI 200	Advanced Open Water	12	13	25	1	
PADI 310	Deep Diver	8	17	25	1	
PADI 210	Enriched Air Nitrox	11		11	1	
PADI 320	Wreck Diver	8	17	25	1	
PADI 220	Equipment Specialty	11		11	1	
PADI 330	Search and Recovery	10	15	25	1	
PADI 340	PADI Oxygen Provider	11		11	1	
PADI 350	On-site Neuro, Emergency First Responder and First Aid	11		11	1	
PADI 360	Event Management	11	11	22		
PADI 300	Rescue Diver	10	15	25	1	
PADI 451	Divemaster Prep I	11	11	22		
PADI 452	Divemaster Prep II	11	11	22		
PADI 453	Divemaster Prep III	11	11	22		
PADI 454	Divemaster Prep IV	11	11	22		
PADI 455	Divemaster Prep V	11	11	22		
PADI 500	Divemaster	4	18	22	2	
PADI 710	O2 Instructor	11		11	2	
PADI 720	EFR Instructor	11		11	2	

Course Number	Course Name	Class	Lab	Clock Hours	Sem Hrs	Wk. Exp
PADI 610	Compressor Operation	11		11		
PADI 620	Risk Management and the Paper Trail	11		11		
PADI 630	Boat Handling and Crewing	8	14	22		
PADI 640	Group Leadership	11		11		
PADI 650	SCUBA Cylinder Filling	11		11		
PADI 660	How to sell SCUBA Equipment- Retail Sales	22		22		
PADI 601	Apprentice Teaching I		22			22
PADI 602	Apprentice Teaching II		22			22
PADI 603	Apprentice Teaching III		22			22
PADI 604	Apprentice Teaching IV		22			22
PADI 605	Apprentice Teaching V		22			22
PADI 606	Apprentice Teaching VI		22			22
PADI 607	Apprentice Teaching VII		22			22
PADI 701	Instructor Development Course I	11	10	21		
PADI 702	Instructor Development Course II	10	11	21		
PADI 703	Instructor Development Course III	10	11	21	2	
PADI 730	Instructor Exam	22		22		

2019 Calendars

Calendar – 1 Term #1 1/6-2/13 Break 2/14-2/18 Term #2 2/19-4/10 Break 4/11-4/15 Term #3 4/16-5/30 Break 5/31-6/3 Term #4 6/4-7/18 Break 7/19-7/22 Term #5 7/23-9/9	Calendar – 2 Term #1 2/3-3/13 Break 3/14-3/18 Term #2 3/19-5/8 Break 5/9-5/13 Term #3 5/14-6/27 Break 6/28-7/1 Term #4 7/2-8/15 Break 8/16-8/19 Term #5 8/20-10/7	Calendar – 4 Term #1 4/14-5/22 Break 5/23-5/27 Term #2 5/28-7/17 Break 7/18-7/22 Term #3 7/23-9/5 Break 9/6-9/9 Term #4 9/10-10/24 Break 10/25-10/28 Term #5 10/29-12/16
Calendar – 6 Term #1 5/12-6/19 Break 6/20-6/24 Term #2 6/25-8/14 Break 8/15-8/19 Term #3 8/20-10/3 Break 10/4-10/7 Term #4 10/8-11/21 Break 11/22-11/25 Term #5 11/26-1/13	Calendar – 8 Term #1 6/9-7/17 Break 7/18-7/22 Term #2 7/23-9/11 Break 9/12-9/16 Term #3 9/17-10/31 Break 11/1-11/4 Term #4 11/5-12/19 Break 12/20-12/23 Term #5 12/24-2/10	Calendar – 10 Term #1 7/7-8/14 Break 8/15-8/19 Term #2 8/20-10/9 Break 10/10-10/14 Term #3 10/15-11/28 Break 11/29-12/2 Term #4 12/3-1/16 Break 1/17-1/20 Term #5 1/21-3/10
Calendar – 12 Term #1 8/4-9/11 Break 9/12-9/16 Term #2 9/17-11/6 Break 11/7-11/11 Term #3 11/12-12/26 Break 12/27-12/30 Term #4 12/31-2/13 Break 2/14-2/17 Term #5 2/18-4/7	Calendar – 15 Term #1 9/22-10/30 Break 10/31-11/4 Term #2 11/5-12/25 Break 12/26-12/30 Term #3 12/31-2/13 Break 2/14-2/17 Term #4 2/18-4/3 Break 4/4-4/7 Term #5 4/8-5/26	Calendar – 16 Term #1 11/3-12/11 Break 12/12-12/16 Term #2 12/17-2/5 Break 2/6-2/10 Term #3 2/11-3/27 Break 3/28-3/31 Term #4 4/1-5/15 Break 5/16-5/19 Term #5 5/20-7/7

2020 Calendars

Calendar – 1 Term #1 1/5-2/12 Break 2/13-2/17 Term #2 2/18-4/9 Break 4/10-4/14 Term #3 4/15-5/29 Break 5/30-6/2 Term #4 6/3-7/18 Break 7/19-7/22 Term #5 7/23-9/8	Calendar – 3 Term #1 3/16-4/9 Break 4/10-4/14 Term #2 4/15-6/4 Break 6/5-6/9 Term #3 6/10-7/24 Break 7/25-7/28 Term #4 7/29-9/11 Break 9/12-9/15 Term #5 9/16-11/3	Calendar – 4 Term #1 4/6-5/14 Break 5/15-5/19 Term #2 5/20-7/9 Break 7/10-7/14 Term #3 7/15-8/28 Break 8/29-9/1 Term #4 9/2-10/16 Break 10/17-10/20 Term #5 10/21-12/8
Calendar – 5 Term #1 5/4-6/11 Break 6/12-6/16 Term #2 6/17-8/6 Break 8/7-8/11 Term #3 8/12-9/25 Break 9/26-9/29 Term #4 9/30-11/14 Break 11/15-11/18 Term #5 11/19-1/5	Calendar – 8 Term #1 6/15-7/23 Break 7/24-7/28 Term #2 7/29-9/17 Break 9/18-9/22 Term #3 9/23-11/6 Break 11/7-11/10 Term #4 11/11-12/25 Break 12/26-12/29 Term #5 12/30-2/16	Calendar – 11 Term #1 7/27-9/3 Break 9/4-9/8 Term #2 9/9-10/29 Break 10/30-11/3 Term #3 11/4-12/18 Break 12/19-12/22 Term #4 12/23-2/5 Break 2/6-2/9 Term #5 2/10-3/29

Calendar - 12	Calendar - 13	Calendar - 14
Term #1 8/17-9/24	Term #1 9/14-10/22	Term #1 10/12-11/19
Break 9/25-9/29	Break 10/23-10/27	Break 11/20-11/24
Term #2 9/30-11/19	Term #2 10/28-12/17	Term #2 11/25-1/14
Break 11/20-11/24	Break 12/18-12/22	Break 1/15-1/19
Term #3 11/25-1/8	Term #3 12/23-2/5	Term #3 1/20-3/4
Break 1/9-1/12	Break 2/6-2/9	Break 3/5-3/8
Term #4 1/13-2/26	Term #4 2/10-3/25	Term #4 3/9-4/22
Break 2/27-3/1	Break 3/26-3/29	Break 4/23-4/26
Term #5 3/2-4/19	Term #5 3/30-5/17	Term #5 4/27-6/14

Master SCUBA Diver Trainer Instructor Program for Elite Professionals and 2019-2020 Calendars

--Producing highly qualified and employable professionals with advanced teaching ratings and certifications.

Be a part of the fast growing recreational industry of SCUBA diving by learning how to teach others how to participate in this sport. This curriculum takes an entry-level Open Water SCUBA instructor (OWSI) and provides him/her with the experience, training, and knowledge to teach advanced SCUBA specialty courses, by becoming a Master SCUBA Diver Trainer (MSDT).

Course work includes in-depth study of specialty SCUBA courses, as well as diving experience and teaching opportunities. In order to achieve the MSDT rating, an open water instructor must meet the following PADI criteria:

1. Certify 25 open water students
2. Choose 7 specialty courses in which they have the diver specialty and have logged a minimum 20 dives for that specialty. Night diver and Nitrox Specialties must be part of the specialties. If students already have the specialty, they do not need to participate in the class, however they are required to obtain the extra 16 dives to complete the minimum requirements.

Graduates will be thoroughly prepared to successfully perform the duties required by Master SCUBA diving trainers (MSDT) in the SCUBA diving industry and will receive international recognition for that training through the PADI (Professional Association of Dive Instructor) organization.

At the end of each "reporting period", student attendance (clock-hours/week) of less than 22 hours for any week, i.e. not maintaining full time, will be reported for the calendar week (s) in question, Sunday through Saturday. This change in training time affects the benefit amount and will result in a reduction and/or loss of benefits (tuition/fees, housing allowance).

Total Cost of the Program: **\$23,434.83** Includes tuition and fees for 814 hours

Please see the following pages for a list of the courses approved for this program.

Curriculum Courses

Rolling admission and student works at their own pace within a year. Students may choose 7 specialties from the list available.

These courses are fixed date for VA participants and may not be altered.

Course Number	Course Name	Class	Lab	Clock Hours	Sem Hrs	Wk. Exp
PADI 800	Deep Diver Instructor	25	107	132	1	
PADI 810	Underwater Photography INST	25	107	132	1	
PADI 820	Enriched Air Nitrox Instructor	11	121	132	1	
PADI 830	Night Diver Instructor	4	18	22	1	
PADI 840	Search and Recovery Instructor	25	107	132	1	
PADI 850	Side-mount Diver Instructor	25	107	132	1	
PADI 860	Underwater Hunter Instructor	25	107	132	1	
PADI 870	Wreck Diver Instructor	25	107	132	1	
PADI 880	Boat Diver Instructor	25	107	132	1	

2019 Calendars

P1 - 1/5/19-9/14/19
P2 - 2/2/19-10/12/19
P3 - 3/2/19-11/9/19
P4 - 4/6/19-12/14/19
P5 - 5/4/19-1/13/20
P6 - 6/1/19-2/8/20
P7 - 7/6/19-3/15/20
P8 - 8/3/19-4/14/20
P9 - 8/31/19-5/10/20
P10 - 10/5/19-6/14/20
P11 - 11/2/19-7/12/20
P12 - 11/30/19-8/9/20

2020 Calendars

P1 - 1/4/20-9/13/20
P2 - 2/1/20-10/11/20
P3 - 2/29/20-11/8/20
P4 - 4/4/20-12/13/20
P5 - 5/2/20-1/12/21
P6 - 6/6/20-2/7/21
P7 - 7/4/20-3/14/21
P8 - 8/1/20-4/11/21
P9 - 9/5/20-5/9/21
P10 - 10/3/20-6/13/21
P11 - 10/31/20-7/11/21
P12 - 11/28/20-8/8/21

Each calendar can be broken into 5 distinct terms that cover 6 weeks of the program. Hence, P1 will have P1-T1; P1-T2; P1-T3; P1-T4; P1-T5 contingent on the student's availability.

Public Safety Diver Program for Elite Professionals and 2019-2020 Calendars

--Producing highly qualified and employable professionals with advanced teaching ratings and certifications.

Be a part of the fast growing set of working divers and add a diving skill set to your career in public service. The Public Safety Diver Program is a way to continue your education and professional development. Collaborate with local authorities and be part of an avocational SCUBA public safety dive team, conduct search and recovery dives, and be trained in participating in underwater criminal investigations.

Course work includes in-depth study of public safety diving, as well as, diving experience and teaching opportunities.

Graduates will be thoroughly prepared to successfully perform the duties required by Public Safety Divers in the SCUBA diving industry and will receive international recognition for that training through the PADI (Professional Association of Dive Instructor) organization.

At the end of each "reporting period", student attendance (clock-hours/week) of less than 22 hours for any week, i.e. not maintaining full time, will be reported for the calendar week (s) in question, Sunday through Saturday. This change in training time affects the benefit amount and will result in a reduction and/or loss of benefits (tuition/fees, housing allowance).

Total Cost of the Program: **\$12,804.50** Includes tuition and fees

Total Hours: 473

Please see the following pages for a list of the courses approved for this program.

2019 Calendar

Calendar – 1

Term 1 1/12-2/22
Break 2/23-2/24
Term 2 2/25-3/25
Break 3/26-3/31
Term 3 4/1-5/14
Break 5/15-5/21
Term 4 5/22-6/29

Calendar – 2

Term 1 7/6-8/16
Break 8/17-8/18
Term 2 8/19-9/16
Break 9/17-9/22
Term 3 9/23-11/5
Break 11/6-11/12
Term 4 11/13-12/21

2020 Calendar

Calendar – 1

Term 1 1/11-2/21
Break 2/22-2/23
Term 2 2/24-3/23
Break 3/24-3/29
Term 3 3/30-5/12
Break 5/13-5/19
Term 4 5/20-6/27

Calendar – 2

Term 1 7/11-8/21
Break 8/22-8/23
Term 2 8/24-9/21
Break 9/22-9/27
Term 3 9/28-11/10
Break 11/11-11/17
Term 4 11/18-12/26

Curriculum Courses

Rolling admission and student works at their own pace within a year. Students may choose 5 specialties from the list available.

These courses are fixed date for VA participants and may not be altered.

Course Number	Course Name	Class	Lab	Clock Hours	Sem Hrs	Wk. Exp
PADI 400	PADI Public Safety Diver	8	36	44	1	
PADI 401	Public Safety Search & Recovery Diver	4	18	22		
PADI 111	Underwater Navigator	4	18	22		
PADI 112	Dry Suit Diving	4	18	22		
PADI 114	Full Face Mask Diver	4	18	22		
PADI 118	Night Diver	4	18	22		
PADI 370	Public Safety Diver Trainer I	4	18	22		
PADI 371	Public Safety Diver Trainer II	4	18	22		
PADI 372	Public Safety Diver Trainer III	4	18	22		
PADI 373	Public Safety Diver Trainer IV	4	18	22		
PADI 374	Public Safety Diver Trainer V	4	18	22		
PADI 402	Public Safety Diver Surface Support Specialist	4	18	22		
PADI 403	Public Safety Rescue Diver	8	36	44		
PADI 404	Public Safety Underwater Investigator	8	36	44		
PADI 405	Public Safety Underwater Evidence Recovery Specialist	4	18	22		
PADI 406	Public Safety Underwater Body Recovery Specialist	4	18	22		
PADI 407	Public Safety Underwater Vehicle Recovery Specialist	4	18	22		
PADI 408	Public Safety Underwater Metal Detector Specialist	4	18	22		
PADI 409	Master Public Safety Diver	2	9	11		

Scientific Diver Program for Elite Professionals and 2019-2020 Calendars

Producing highly qualified and employable professionals with advanced teaching ratings and certifications.

Be a part of the fast growing set of working divers. Collaborate with local Universities, Consulting Companies, and Federal Research Organization and be part of a SCUBA diving research team, conduct underwater research, and help advance scientific knowledge of our oceans.

Course work includes in-depth study of underwater organisms, research techniques, basic statistics and data visualizations as well as diving experience and teaching opportunities.

Graduates will be thoroughly prepared to successfully perform the duties required by Science Divers in the SCUBA diving industry and will receive international recognition for that training through the PADI (Professional Association of Dive Instructor) organization.

At the end of each "reporting period", student attendance (clock-hours/week) of less than 22 hours for any week, i.e. not maintaining full time, will be reported for the calendar week (s) in question, Sunday through Saturday. This change in training time affects the benefit amount and will result in a reduction and/or loss of benefits (tuition/fees, housing allowance).

Total Cost of the Program: **\$9,295.00** Includes tuition and fees

Total Hours: 424

Please see the following pages for a list of the courses approved for this program.

2019 Calendars

Calendar - 1
Term 1 5/18-6/30
Break 7/1-7/6
Term 2 7/7-8/10
Break 8/11-8/27
Term 3 8/28-10/24

2020 Calendars

Calendar - 1
Term 1 5/16-6/28
Break 6/29-7/4
Term 2 7/5-8/8
Break 8/9-8/25
Term 3 8/26-10/22

Curriculum Courses

Rolling admission.

These courses are fixed date for VA participants and may not be altered.

Course Number	Course Name	Class	Lab	Clock Hours	Sem Hrs	Wk. Exp
PADI 111	Underwater Navigator	4	18	22		
PADI 115	Underwater Naturalist	4	18	22		
PADI 116	Drift Diver	4	18	22		
PADI 117	Aquarium Collecting Course	4	18	22		
PADI 119	Digital Underwater Photography and Analysis	8	36	44		
PADI 120	Aware Fish Identification	4	18	22		
PADI 121	Peak Performance Buoyancy	4	18	22		
PADI 200	Advanced Open Water	12	13	25		
PADI 300	Rescue Diver	10	15	25		
PADI 410	Scientific Diver	8	36	44		
PADI 411	Instrumentation	8	36	44		
PADI 412	DAN DFAPro	4	18	22		
PADI 413	Basic Statistics	4	18	22		
PADI 414	Data Visualization	4	18	22		
PADI 415	Basic Oceanography	4	18	22		
PADI 416	Scientific Diver Training	4	18	22		

PADI Master Instructor Program for Elite Professionals and 2019-2020 Calendars

Producing highly qualified and employable professionals with advanced teaching ratings and certifications.

Increase your visibility in the recreational SCUBA industry and learn how to train instructors. Increase your sales potential by offering Assistant Instructor programs and teaching those programs.

Course work includes in-depth study of recreational SCUBA diving techniques, as well as, diving experience and teaching opportunities.

Graduates will be thoroughly prepared to successfully perform the duties required by Master Instructors in the SCUBA diving industry and will receive international recognition for that training through the PADI (Professional Association of Dive Instructor) organization.

At the end of each "reporting period", student attendance (clock-hours/week) of less than 22 hours for any week, i.e. not maintaining full time, will be reported for the calendar week (s) in question, Sunday through Saturday. This change in training time affects the benefit amount and will result in a reduction and/or loss of benefits (tuition/fees, housing allowance).

Total Cost of the Program: **\$9,950.00** Includes tuition and fees

Total Hours: 396

Please see the following pages for a list of the courses approved for this program.

2019 Calendars

Calendar – 1

P1 - 1/5/2019 – 5/11/2019

P3 – 7/6/2019 – 11/9/2019

2020 Calendars

Calendar – 1

P1 – 1/4/2020 – 5/10/2020

P3 – 7/11/2020 – 11/14/2020

Curriculum Courses

Rolling admission and student works at their own pace within a year. Students may choose 5 specialties from the list available.

These courses are fixed date for VA participants and may not be altered.

Course Number	Course Name	Class	Lab	Clock Hours	Sem Hrs	Wk. Exp
PADI 900	PADI Staff Instructor	8	14	22	1	
PADI 901	Divemaster Mentoring	12	54	66		
PADI 902	Rescue Techniques	8	36	44		
PADI 903	Course Design and Marketing	4	18	22		
PADI 904	EFR Instructor	4	18	22		
PADI 905	PADI IDC Seminars	36	162	198		
PADI 906	Master Instructor	8	14	22		

PADI Technical Diver Instructor Program for Elite Professionals

Producing highly qualified and employable professionals with advanced teaching ratings and certifications.

Increase the number of classes that you can teach and become part of the fast growing set of technical diver instructors. Delve into different gas mixtures to safely extend your bottom times and depths. Learn how to plan these dives and to teach new students the joys of technical diving.

Course work includes in-depth study of technical diving, as well as, diving experience and teaching opportunities.

Graduates will be thoroughly prepared to successfully perform the duties required by Technical Dive Instructors in the SCUBA diving industry and will receive international recognition for that training through the PADI (Professional Association of Dive Instructor) organization.

At the end of each “reporting period”, student attendance (clock-hours/week) of less than 22 hours for any week, i.e. not maintaining full time, will be reported for the calendar week (s) in question, Sunday through Saturday. This change in training time affects the benefit amount and will result in a reduction and/or loss of benefits (tuition/fees, housing allowance).

Total Cost of the Program: **\$23,400.00** Includes tuition and fees

Total Hours: 528

Please see the following pages for a list of the courses approved for this program.

2019 Calendar

Calendar – 1
Term 1 5/22-7/6
Break 7/8-7/8
Term 2 7/9-8/22
Break 8/23-8/26
Term 3 8/27-9/26
Break 9/27-9/30
Term 4 10/1-11/16

2020 Calendar

Calendar – 1
Term 1 5/23-7/3
Break 7/4-7/5
Term 2 7/6-8/21
Break 8/22-8/23
Term 3 8/24-9/25
Break 9/26-9/27
Term 4 9/28-11/15

Curriculum Courses

Rolling admission and student works at their own pace within a year.

These courses are fixed date for VA participants and may not be altered.

Course Number	Course Name	Class	Lab	Clock Hours	Sem Hrs	Wk. Exp
PADI 1000	PADI Tec 40 Diver	24	64	88	1	
PADI 1100	PADI Tec 45 Diver	12	32	44		
PADI 1200	PADI Tec 50 Diver	12	32	44		
PADI 1300	PADI Rebreather Diver	18	48	66		
PADI 1400	PADI Tec Trimix Diver	12	32	44		
PADI 1500	Tec Instructor	12	32	44		
PADI 1600	Tec Deep Instructor	12	32	44		
PADI 1700	Tec Gas Blender Instructor	12	32	44		
PADI 1800	Tec Trimix Instructor	12	32	44		
PADI 1900	Tec Sidemount Instructor	18	48	66		

NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
 - a) Name and location of the ACCET institution;
 - b) A detailed description of the alleged problem(s);
 - c) The approximate date(s) that the problem(s) occurred;
 - d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
 - e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
 - g) The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

4. **SEND TO:** ACCET
CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N Street, NW
Washington, DC 20036
Telephone: (202) 955-1113
Fax: (202) 955-1118 or (202) 955-5306
Email: complaints@accet.org
Website: www.accet.org

Note: Complainants will receive an acknowledgement of receipt within 15 days.