



# DIVE RIGHT IN SCUBA

**2023**

## VOCATIONAL TRAINING PROGRAMS

Updated

PADI CAREER DEVELOPMENT CENTER

PADI FACILITY #298

School # 2-5-0510-13

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WE ARE PROUD SPONSORS OF:  
**PROJECT AWARE FOUNDATION**  
**DIVERS ALERT NETWORK (DAN)**  
**PLUS, WE ARE A CHARTER MEMBER OF DEMA**

CONGRATULATIONS! You have now taken the first step in becoming a Professional PADI Diving Educator. You are now well prepared to initiate the next phase in achieving the Open Water Scuba Instructor rating. Your enthusiasm for sharing the fun and excitement of recreational diving is shown by your interest in continuing your education.

We would like to give you a brief outline of what is involved and what you can expect, during your Instructor Development Course (IDC) at **Dive Right In Scuba**, as well as our other career programs.

The IDC is held over a period of eight days (or six days if you have completed the online portion, which we strongly suggest). The emphasis of the course is on acquiring the skills and knowledge to successfully teach all levels of scuba instruction from Open Water through Divemaster.

The course covers several sessions, each of which helps you develop a thorough understanding of the complete PADI System. This includes how to market and promote yourself and your programs. Knowing how to prepare, present and conduct knowledge development, confined and open water sessions will prove invaluable to you in all phases of instruction.

Your mornings will begin with classroom presentations from the PADI *Guide to Teaching Manual* and the PADI *Instructor Manual*. Each IDC candidate will conduct knowledge development, confined water, and open water teaching presentations during the course. The Course Director and IDC Staff Instructors at **Dive Right In Scuba** will guide you through successful completion of each phase of the IDC, while making the course fun and enjoyable.

We provide a relaxed, comfortable atmosphere in which to learn. The staff at **Dive Right In Scuba** is dedicated to helping you successfully achieve your goal of becoming a Professional Diving Educator.

Our candidates score well above the national average on each of the areas evaluated in the Instructor Examination (IE). Tutoring is available, at no extra cost, in each of the five categories candidates will be tested on during the IE: Physics, Physiology, Equipment, Skills and the Environment, and Decompression Theory and the Recreational Dive Planner. We recommend that you sign up for the eLearning *Dive Theory Online*, found on the PADI website. Individual tutoring is also available for anyone who wants or needs additional training in the areas of academic presentations, confined water, or open water skills.

Join us at one of many locations, in the United States and Caribbean, to begin your new career as an instructor. The staff at **Dive Right In Scuba** is looking forward to meeting you and helping you successfully complete your IDC and IE. We are eager to assist you in starting your new life as a diving educator. With our Resort Training Course and business component, we can assist you in entering the dive industry.

**Dive Right In Scuba** is the only **PADI Career Development Center**, in the Midwest. You can be comfortable in knowing that your training was high quality. If you enroll in our Career Development Course, you will receive the PADI CDC Gold Instructor card. This is an elite certification and stresses to others the serious commitment you have made. Only **PADI Career Development Centers** can award you with the PADI CDC Gold Instructor card.

SELECTING THE PROPER SCHOOL...

CHOOSE **Dive Right In Scuba**

#### Accreditation/Licenses

1. Dive Right In Scuba is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.
2. Dive Right In Scuba is not accredited by a US Department of Education Recognized accrediting body.

#### Complaints

Complaints should be referred to the Dean of Students and/or The Illinois Board of Higher Education at [www.ibhe.org](http://www.ibhe.org) or [www.complaints.ibhe.org](http://www.complaints.ibhe.org)

#### ABOUT Dive Right In Scuba

**Dive Right In Scuba** has been located in Chicago's suburbs since 2006, and currently has two locations. Our Orland Park facility is located approximately 45 minutes from downtown Chicago and is easily accessible from either of Chicago's airports and local interstates. We will gladly provide you with the directions needed to find us.

**Dive Right In Scuba** is the only **PADI Career Development Center** in the Midwest and there are less than 10 in the United States. There are many benefits to you for taking your training from a **PADI CDC**. One of the strongest is that on completion of our seven-week Career Development

Course, you will be issued a GOLD CDC Instructor card. This certification denotes the high quality of your training.

Another strong advantage is that you may enroll in our Career Development Course before you complete your (60) logged dives. This program may be started at the Advanced Open Water level. We have a PADI Platinum Course Director and an IDC Staff Instructor on staff and eager to assist you.

We offer training, not only in Illinois, but also in Arizona, Jamaica, St. Lucia, and Bonaire, Cayman Islands and Turks plus other Caribbean locations. We often schedule IDC programs at other dive centers in the US, throughout the year. We may even be able to set one up in your area. You will find two classrooms and an in-ground heated swimming pool at our location. Our retail space stocks many major brands of diving equipment, as well as a good selection of PADI materials and diving apparel. We are a full-service PADI Dive Center.

We offer all the PADI programs plus several distinctive specialties and our own unique Scuba Business Course. We have financing available for the career programs and are also approved for Federal Veterans' Educational Benefits.

## **DIRECTIONS TO DIVE RIGHT IN SCUBA**

### **O'HARE AIRPORT**

Take I-294 (south) to I-80 (west) exit at Route 45 / La Grange Road (north). Travel north to 167<sup>th</sup> Street (there is a Gas City and a Wendy's at the intersection). Turn left on 167<sup>th</sup> Street (west) and travel a mile to 104<sup>th</sup> Avenue. Turn right (north) and travel approximately 4 blocks. We are on the left (west) side of the street. You will see our sign and dive flags.

### **MIDWAY AIRPORT:**

Follow Cicero Avenue (south) to 95<sup>th</sup> Street. Turn right at 95<sup>th</sup> Street (west) and travel to Route 45 / La Grange Road, turn left (south) through Orland Park to 159<sup>th</sup> Street. Turn right (west) on 159<sup>th</sup> Street and travel one a mile to 104<sup>th</sup> Avenue, turn left (south) and travel approximately 4 blocks. We are on the right (west) side of the street. You will see our signs and dive flags.

### **INDIANA:**

Take I-80 (west) exit at the Route 45 / La Grange Road (north). Travel north to 167<sup>th</sup> Street (there is a Gas City and a Wendy's at the intersection). Turn left on 167<sup>th</sup> Street (west) and travel a mile to 104<sup>th</sup> Avenue. Turn right (north) and travel approximately 4 blocks. We are on the left (west) side of the street. You will see our sign and dive flags.

### **FROM THE WEST:**

Take I-80 (east) exit at Route 45 / La Grange Road (north). Travel north to 167<sup>th</sup> Street (there is a Gas City and a Wendy's at the intersection). Turn left on 167<sup>th</sup> Street (west) and travel a mile to 104<sup>th</sup> Avenue. Turn right (north) and travel approximately 4 blocks. We are on the left (west) side of the street. You will see our sign and dive flags.

## **PURPOSE AND PHILOSOPHY**

Here at **Dive Right In Scuba** we know your educational needs and realize the time needed to complete them. **Dive Right In Scuba** takes pride in keeping our programs small, this way we can provide you with the individualized attention you need. If you are well prepared for your program, you will find the small class size enjoyable. This will also allow you time to fine tune any area which requires additional attention.

It is not uncommon that we will go beyond the minimum standards needed to train instructors. Since all PADI courses are performance based, the length and schedule of our days may vary depending upon your needs. We want you to succeed and will do all we can to assist you.

## **ADMINISTRATION FACULTY**

Patrick Hammer

Dean and PADI Platinum Course Director

Christopher Lowe

PADI Master Instructor

## **ATTENDANCE POLICY**

All **Dive Right In Scuba** programs are performance based. To complete a course of study the participant must complete all performance requirements, as well as attend all training sessions. Any un-excused absence will be considered grounds for dismissal. Missed sessions may be made up at a \$75.00 per hour charge. Most sessions are short and consequently there is no tolerance for late arrivals.

## **COUNSELING**

Students will be counseled daily. The students' performance will be reviewed, and a critique will be provided at the end of each day, during the course. At all times, the staff will inform the students of their position in the course and will identify any areas which may require additional attention. At all times, **Dive Right In Scuba** will have student's records available for review. Tutoring is available upon request at a rate of \$75.00 per hour. In an effort to be completely prepared for the Instructor Development Course, consider attending the Instructor Development Preparatory (IDC Prep) Course.

## **GRADING**

All PADI Courses are performance based, including the IDC. The student must satisfactorily complete all performance requirements, to be successful in any program.

performance requirements are found in each PADI Manual for the specific course and are also in the PADI *Instructor Manual*.

We have listed the minimum requirements in this Vocational Catalog. During the IDC, a student must perform at least a (3.5) during one of the Knowledge Development Teaching Presentations, as well as a (3.5) during at least one Open Water Teaching Presentation. The student is also required to perform a (3.4) in at least one Confined Water (pool) Teaching Presentation. The criteria for obtaining these scores will be explained prior to any candidate presentation.

### **PERFORMANCE LEVELS**

During all training programs **Dive Right In Scuba** utilizes the following grading description:

- 5      Excellent denotes demonstration quality.
- 4      Good, denotes a high degree of competency and control.
- 3      Average, skill was conducted in a calm controlled manner.
- 2      Below average, shows significant problems.
- 1      Unacceptable denotes the inability to complete the skill.

## **CONDUCT**

**Dive Right In Scuba** is a **PADI Career Development Center** and expects all students to conduct themselves in a professional manner. A student may be subject to dismissal for the following:

- 1)      Possession or consumption of drugs.
- 2)      Possession or consumption of alcohol.
- 3)      Not completing homework.
- 4)      Not preparing teaching presentations.
- 5)      Creating problems or disturbance of the class.
- 6)      Unprofessional conduct.

## **BOOKS AND INSTRUCTIONAL MATERIALS**

Each candidate is **required** to have ALL the books and materials needed for each course. Sharing of books and materials is not allowed.

**ALL PRINTED MATERIALS MUST BE FROM THE LATEST PRINTING.**



## **DAILY SCHEDULE**

All programs will begin 8:00 AM, unless otherwise noted. There will be a one-hour break for lunch, around 12:00 PM. Classes will resume on time and will continue until approximately 6:00 PM. There will be a one-hour break for dinner around 6:00 PM.

When required, evening sessions will begin at 7:00 PM. This schedule is for all vocational programs unless prior arrangements have been made. Tutoring for all classes will be offered in the evenings, by appointment.

For candidates who are enrolled in our Career Development Programs and are involved in attending multiple programs, during multiple days, please check the course itinerary for scheduled days off.

8:00 AM - 12:00 PM INSTRUCTION  
12:00 PM - 1:00 PM LUNCH  
1:00 PM - 6:00 PM INSTRUCTION  
6:00 PM - 7:00 PM DINNER  
7:00 PM - 9:00 PM TUTORING (*OPTIONAL, by appointment*)

## **REQUIRED DIVING EQUIPMENT**

Each day, candidates are required to bring ALL the proper scuba diving equipment needed for two to three (1) hour dives per day. Refer to your PADI *Instructor Manual* in the General Standards Section, for a list of required equipment by Instructors. Do not forget a knife, whistle and surface signaling devices. There is an Equipment Rental Form in the back of this Vocational Catalog for your convenience.

**Dive Right In Scuba** can provide any equipment you may need at 20% off our normal rental fee. Please call for rental prices and availability, to reserve your equipment. During the spring and fall seasons, we encourage you to use dry suits. Please note, if you have never used a dry suit before, this would not be the time to start. If you are unsure of the proper exposure protection required, call us. Your exposure protection requirement will vary from course to courses and depending on the time of the year. Our staff will supply an oxygen and first aid kits for all open water training.

## **DEPOSIT AND TUITION INFORMATION**

**Dive Right In Scuba** requires a **25% deposit** for all programs. The total course cost includes the deposit on tuition cost, the balance of tuition cost, and any books and supplies required for the course completion. The deposit is due at the time of signing the Enrollment Agreement. The balance of tuition and the purchase of books and supplies are required prior to attending the first class. The student may check with the school, website or within this Vocational Catalog for current course fees. Space is limited for most of the courses.

Qualified candidates are selected on a first come, first served basis. We believe you learn more and get better training in small groups. Per our training philosophy, we will always try to keep our course limited in size, to further enhance your educational experience. Early registration is encouraged, and we will assist with this.

## **REFUND POLICY**

Should a student cancel their enrollment or be terminated by the school **for any reason**, all refunds will be made according to the following refund policy:

- 1) All moneys will be refunded, if the applicant is not accepted by the school or if the student cancels within seven (7) business days, of signing the Enrollment Agreement.
- 2) An applicant not requesting cancellation by the scheduled course starting date will be considered a student.
- 3) All refunds will be made within thirty (30) days of cancellation or termination.
- 4) Cancellation after seven (7) business days of signing the Enrollment Agreement, but before the scheduled course starting date, will result in a refund of all money paid, apart from 25% of the required deposit, BUT NOT to exceed \$175.00 for administrative costs.
- 5) Students voluntarily terminating or those dismissed by the school, will receive a refund pro-rated at \$75.00 per instructional hour, plus a \$175 administrative fee. However, there will be no refunds issued once fifty percent (50%) or more of the program is completed. The official date of termination is the last day attended.

## **LODGING**

### **Orland Park, Illinois**

Comfort Inn	8800 W. 159 <sup>th</sup> Street • Orland Park, Illinois • (708) 403-1100
Fairfield Inn	18511 W. Creek • Tinley Park, Illinois • (708) 633-1050
Hampton Inn	18501 North Creek • Tinley Park, Illinois • (708) 633-0602
Super-8 Motel	9485 W. 191 <sup>st</sup> Street • Mokena, Illinois • (708) 479-7808
Vista Motel	160 <sup>th</sup> & Wolf Road • Orland Park, Illinois • (708) 349-9662

## **RESTAURANTS:**

There are many full-service restaurants in the area, including fast food restaurants, all within a few miles of **Dive Right In Scuba**.

## **SHOPPING**

If you are traveling with a non-diving spouse or friend, there are some great shopping malls nearby. During most programs, candidates do not find time to visit them.

## **TRANSPORTATION**

Public transportation (bus) and taxi services are available. With public transportation you can travel all around the city, as well as, to most suburbs. However, public transportation will not take the students to the dive sites, so they will need to have this transportation pre-arranged. We strongly suggest that the students find lodging nearby, rather than taking a taxi, bus or train each day to **Dive Right In Scuba**. Most of the programs have long days.

**Dive Right In Scuba** can book all your travel and lodging needs. Contact us for ticketing and lodging information. The participant can also do a web search of the Orland Park, Illinois area.

## **STUDENT RECORDS**

All student records are the property of **Dive Right In Scuba** and will be retained by us. A copy of the student transcript may be requested and will be processed for \$75.00. **Dive Right In Scuba** will maintain all records for fifty (50) years, as required by the IBHE PBVS. In the event of any problems, PADI will also have copies of the student records.

## **PROCEDURES FOR OBTAINING STUDENT TRANSCRIPTS**

Any student may obtain their transcript by sending a written request for transcripts to **Dive Right In Scuba**. The transcript request must include the student's name (at the time of the course), current address, current phone number and PADI number. Enclose the \$75.00 processing fee made payable to **Dive Right In Scuba**. There is a Transcript Request in the back of this Vocational Catalog.

## **PLACEMENT ASSISTANCE**

While we cannot guarantee employment, we will gladly assist the graduate in locating employment. PADI maintains a member file of instructors seeking employment, as well as Dive Centers which are looking for instructors. We also maintain a file of stores requesting instructors. After completing our CDC Program, the new instructor may find it easier to obtain employment.

The gold instructor card will state "CDC" right on it. This will provide prospective employers with the confidence in knowing that the new instructor had completed a minimum of NINE weeks in a high-quality instructor vocational training program, a program which included business, marketing, and sales training.

## **ADMISSION REQUIREMENTS**

All prerequisites must be met by the starting date of the course. Specific prerequisites are outlined under the course descriptions.

- Applicants for vocational programs must be 18 years of age.
- Original Application, plus one copy of the Application.
- Two copies of all other appropriate paperwork\* are required.
- Two copies of the *RSTC Medical Statement* must be signed by a physician, other than the student and must be current within the past twelve months.
- Two current photos (no dark glasses and no hats). Please do not scan a photo since they do not copy well.
- Copy of the last 2 pages of the student's logbook.
- 25% deposit on all programs.

\* Outlined in the subsequent section of this Vocational Catalog.

### **Advertising**

All advertising paper, digital, and video will include course descriptions, durations, and a statement that states Dive Right In Scuba is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.

## **SIGN ME UP FOR DIVE RIGHT IN SCUBA'S PROGRAM**

Call us at **1-708-226-1614** or email us at [chris@diverightinscuba.com](mailto:chris@diverightinscuba.com) to reserve your space in the course, or courses you are requesting. We will also need the above listed documents for the selected programs. Early registration is advised. We try to keep our class size to fewer than eight candidates.

## **PREREQUISITE CERTIFICATION**

All candidates must meet the prerequisite certification before starting any course. This also means that the candidates have submitted two copies of any NON PADI certification or PICs and applications. Diplomas or patches will not be accepted as proof for any certification. We will accept an email copy of the student number from PADI. The participant must have these at the start of the course.

Any incomplete copies of certifications will delay the student's enrollment, or even be the cause for non-acceptance into the course. In the case of a missing certification, such as a lost card, we can perform the research for a fee of \$45.00.

### **RESCUE DIVER**

- Copy of Open Water Certification (or qualifying certification)

- Copy of Advanced Open Water Certification (or qualifying certification)
- Emergency First Response Primary and Secondary Care course completion (or Qualifying training) within the last 24 months.

### **DIVEMASTER**

- Copy of Open Water Certification (or qualifying certification)
- Copy of Advanced Open Water Certification (or qualifying certification)
- Copy of Rescue Diver Certification (or equivalent)
- Emergency First Response Primary and Secondary Care course completion (or qualifying training) within the last 24 months.
- 2 completed PADI *Divemaster Applications* (One original, one copy).
- 2 copies of *RSTC Medical Statement*, signed by a physician, current within the past twelve months.
- Copy of the last 2 pages of the student's logbook, showing a minimum of (40) dives. (60 logged dives are required to complete the program).

### **ASSISTANT INSTRUCTOR**

- Copy of Open Water Certification (or qualifying certification)
- Copy of Advanced Open Water Certification (or qualifying certification)
- Copy of Rescue Diver Certification (or qualifying certification)
- Emergency First Response Primary and Secondary Care course completion (or qualifying training) within the last 24 months.
- Copy of Divemaster Certification.
- 2 completed PADI *Assistant Instructor Applications* (One original, one copy).
- 2 copies of *RSTC Medical Statement*, signed by a physician, current within the past twelve months.
- Copy of the last 2 pages of the student's logbook, showing at least (60) dives.

### **EMERGENCY FIRST RESPONSE INSTRUCTOR**

- Completed *Emergency First Response Application*.
- Emergency First Response Primary and Secondary Care course completion (or qualifying training) with last 24 months. Have all Instructor Knowledge Reviews completed.

### **INSTRUCTOR DEVELOPMENT COURSE (IDC)**

- Completed and signed Dive Right In Scuba's enrollment agreement.
- 2 completed *IDC Applications* (One original, one copy).
- 2 completed PADI *Instructor Examination (IE) Enrollment Forms* (One original, one copy)
- 2 copies of *RSTC Medical Statement*, signed by a physician, current within the past twelve months.
- 2 completed *IDC Temporary Certificates of Completion Forms* (One original, one copy)
- Copy all NON-PADI Diving Certification Cards.
- Copy of the last 2 pages of the student's logbook, showing at least (100) dives.
- Emergency First Response Primary and Secondary Care course completion (or qualifying

- training) within the last 24 months.
- Brief written history of the student's diving experience.

### **MASTER SCUBA DIVER TRAINER**

- 5 current PADI Instructor Specialty Applications.
- PADI Specialty Instructor Outline for each course
- Log book documenting ten dives in each area.
- Copies of the consumer certification for the classes attending.

### **DAN OXYGEN PROVIDER INSTRUCTOR**

- Copy of your current DAN Membership.
- Copy of your current Divemaster, Assistant Instructor or Instructor rating.
- Copy of your current DAN Oxygen Provider Certification Card.
- Copy of the Instructor Qualification Course (ICQ) online completion.

### **ASK HOW WE CAN ALSO ADD ON THE PADI EMERGENCY OXYGEN PROVIDER PROGRAM.**

### **ENRICHED AIR SPECIALTY INSTRUCTOR**

- Proof of Enriched Air Diver Training (Student Certification Card required)
- PADI Specialty Instructor Outline.
- We suggest that you enroll in the DSAT Tec Gas Blender program as well.

### **CERTIFICATE**

A certificate is awarded to a student who has successfully completed the course of study and fulfilled all monetary obligations to the school. The school reserves the right to terminate the student or withhold certificate for unsatisfactory attendance, unsatisfactory progress, failure to comply with the school regulations, or for nonpayment of monetary obligations to the school.

### **PADI FEES**

PADI Application fees are included in the course fees. These fees are paid directly to PADI, upon submission of the various applications to PADI. The PADI Instructor Evaluation fee and IDC Application fee are also included in the student's tuition and are paid directly to PADI at the start of the Instructor Evaluation. The current fee for the IDC Application, with the Instructor Examination (IE) Fee is \$914.00.

Ask about our Resort Training Course (RTC) which includes Manufacturers' Equipment Maintenance and a business training component. This course is required when preparing for the CDC program. The Resort Training Course is a great way to learn about opening and running a retail store, plus it will supplement the student's sales training. DEMA has shown that the number one influence on equipment purchases is the instructor. It makes a lot of sense to obtain the training required to become a well-rounded instructor and keep your students satisfied and diving.

## **BUSINESS TRAINING**

There is a lot more to running a successful dive center than just buying some SCUBA equipment and going diving. **Dive Right In Scuba** can assist the student in becoming familiar with the dive industry, as well as teach the basic fundamentals needed to open a dive center. With our years of experience and knowledge of the industry, the student can be comfortable in knowing that they are receiving one of the most comprehensive, two-week Resort Training Courses available. If the participant plans to open a store or even work in the dive industry, they will find our Resort Training Course with the business component to be a major asset.

## **BUSINESS PHILOSOPHY:**

The SCUBA industry is unlike any other recreational industry for several reasons; however, there are also some interesting similarities. Our goal is to train anyone involved with daily dive center operations, in materials ordering techniques, travel, class scheduling, sales training and newsletter development. The two-week course is designed to take anyone, from no experience to someone with prior experience, in the retail dive center and to show them the rudiments of proper operation.

For a new store to succeed in any area (whether it is skiing, snowmobiles or SCUBA) there are a few basic rules one must follow. Our Resort Training Course with the business component will teach the student the basics and show them how to develop a business plan. They will learn about cost analysis and simple markup procedures. The students will learn how to watch and control inventory turns. Sales training will also be an important part to their success. During the course they will learn to use lead cards and proper sales follow up and closing techniques. Students will also be given the opportunity to gain experience and skills on the sales floor. This on-campus program involves classroom and in-store field experience.

## **DIVE RIGHT IN SCUBA'S AFFILIATE PROGRAM**

### **BENEFITS AND SUPPORT**

When you enroll in our Affiliate Program you will be able to stock your store with a little inventory and replace it, as needed from our warehouse. You will be able to participate in our insurance programs, as well as obtain insurance at a lower price.

You will benefit from our advertising, as well as local promotions. We will offer you daily support, as you need it. You may always call us on our toll-free numbers or email us for support information and questions. When you are looking for an area to open a dive center, we can assist you with the market studies. We have assisted over ten dive centers with their openings, ranging from where to locate, to negotiating the lease, especially when a swimming pool is involved.

## **COMPLETE STATE OF THE ART OPERATIONS MANUAL**

One of the challenges with opening any business is having your staff perform at a superior level. This has been addressed in our *Operations Manual*. Another common problem is trying to have your staff make decisions without you. One theory is that they do not want to do it incorrectly and risk losing their job. Another is, they just do not know what to do. ***DIVE RIGHT IN SCUBA'S Operations Manual*** has been in use for over (40) years and has been used by more than twenty-five dive stores around the country. We include the manual with this program and will assist you in keeping it up to date. The *Operations Manual* may be purchased separately for \$150.00.

## **STORE TO STORE REFERRALS**

During the diving season you may have various obligations, which may preclude you from coming out to the dive site. We can assist you. **Dive Right In Scuba** is at the local dive sites almost every weekend, and during the week from April to November.

We will gladly conduct training dives for your store, for a slight fee. You will be happy knowing that your customers are being trained properly. Your customers will love the convenience of doing their training when it fits within their schedules.

## **PURCHASING POWER**

After serving the dive community for over three decades, **Dive Right In Scuba** has built up a fine reputation among divers and manufacturers. We have a very large customer base and sell a large volume of equipment. Due to this large volume of equipment sales, we can purchase most items at a reduced rate. We buy in bulk and often well above what a new store could or may want to spend. This provides an opportunity for you to purchase equipment at reduced rates, without a large outlay of money. This translates into needing less startup money and storing a smaller inventory, by allowing us to act as your warehouse.

## **INSURANCE BENEFITS**

Purchasing insurance can be difficult and shopping around between various companies can become quite time consuming. We can do that for you. In most cases, we know what type of insurance to purchase, where and when to get it. We are not in the insurance business, but the day you open your Dive Center, you must have it. We will assist you in obtaining the proper insurance at a good price.



## **EQUIPMENT BUY BACK PROGRAM**

In most cases, when you purchase product from a manufacturer, it is yours. It is very seldom that the manufacturer will buy it back. If you find one willing to take it back, they will most likely charge: 20%, as a restocking fee. **Dive Right In Scuba** will allow you to trade back most items for up to three months. If you purchase a pink mask and months later it is still new, but sitting in your stock, you may bring it back and we will credit your account exactly what you had paid. There are some exceptions (for instance if you purchase a REBREATHER for the looks and then want to return it); we will discuss those exceptions later.

## **NAME AND REPUTATION**

When you open your store, we will announce that you are an affiliate store and list you in our ads. You will open with our help and support, and you will be able to use our reputation to assist your growth. You would, of course, use your own store name.

## **NEWSLETTERS**

We will include you in all our advertising, as well as in every issue of **SCUBA LIFE**, the official newsletter of **Dive Right In Scuba (now done electronically)**. We will be sure to give you time to stock sale items. If you wish to write a story, we will publish it. We will also maintain the mailing list, so at any time you may take it or send out flyers to just your store people. We will also link you to our web site.

## **PROFESSIONAL COUNSELING**

Whenever you need help, you may call us or come in for advice. We will always meet with any affiliate store. If necessary, we will even come to your store and assist or study a problem, if you have one or feel it is needed.

## **PRINTED MATERIAL PRICING**

We will assist you in advertising and will always include your store on our printed materials. When we send out for prices on newsletters or flyers or even in-store specials, we will bid the job and with a multitude of stores our single per item price will be lower than you could purchase it for. Buying anything in bulk will reduce the single price. This will help your gross profit, and the bottom line is what counts.

## **PADI RESCUE DIVER COURSE**

### ***Prerequisites***

- PADI Advanced Open Water Diver (or Junior Advanced Open Water or qualifying certification).
- PADI (Junior) Adventure Diver with Navigation Adventure Dive completed.
- PADI Open Water Diver may begin the program, before completing the Adventure Diver Course.  
(They may participate in Knowledge Development and Confined Water).
- Age 15 (Junior Rescue Diver Certification, age 12-14).
- Emergency First Response Primary and Secondary Care course completion (or qualifying training) within the last 24 months.

### ***Required Materials***

- PADI Rescue Diver Manual
- PADI Accident Management Work Slate
- PADI Rescue Diver Video or DVD
- Log Book
- Pocket mask is suggested

### ***Topics / Skills Covered***

- Complete five Knowledge Development segments and the Rescue Diver Exam
- Emergency Assistance Planning
- Self-Rescue Review
- Tired Diver
- Panicked Diver
- Response from Shore, Boat, or Dock (Responsive Diver)
- Distressed Diver Underwater
- Missing Diver
- Surfacing the Unresponsive Diver
- Unresponsive Diver at the Surface
- Exiting the Unresponsive Diver
- First Aid for Pressure Related Injuries and Oxygen Administration
- Response from Shore / Boat to Unresponsive (Non-breathing) Diver at the Surface
- Open Water Training for the above topics
- Complete Open Water Scenarios 1 and 2

***Recommended Hours: 25***

***PADI Rescue Dive Course    \$275.00 (plus materials)***

***\*PADI Certification Fee Included***

## **PADI DIVEMASTER COURSE**

**Active Status\* PADI DIVEMASTERS** are authorized to:

- 1) Supervise both training and non-training related activities by planning, organizing and directing dives.
- 2) Assist an instructor during confined and open water training.
- 3) Independently guide Open Water Course students on the tour portion of Open Water Dives 2, 3 and 4, at a ratio of 2:1 (2 students per certified / renewed Divemaster).
- 4) Accompany Open Water Diver students, under the instructor's indirect supervision during surface swims to and from the entry / exit point and during navigational exercises; as well as supervise remaining students when the instructor conducts a skill.
- 5) Accompany student divers during Adventure Dives or specialty dives, under the instructor's indirect supervision.
- 6) Teach and certify PADI Skin Divers independently. This also includes conducting the PADI Seal Team Aqua Mission: Skin Diver Specialist.
- 7) Conduct the Discover Snorkeling program.
- 8) Conduct subsequent dives under an instructor's indirect supervision for Discover Scuba Diving participants at a 2:1 ratio (2 students per certified / renewed Divemaster), after participants have satisfactorily completed the first dive with an instructor.
- 9) Conduct the Discover Local Diving experience.
- 10) Conduct the Scuba Review Program for certified divers, or for PADI Scuba Divers who are refreshing their skills.
- 11) Conduct the skin-diving skills segment of the Open Water Diver course during either Confined Water Dive 2, 3, 4, or 5.
- 12) If qualified as a Discover Scuba Divers Leader, independently conduct Discover Scuba Diving in a pool or in confined open water.
- 13) Accompany certified Scuba Divers on subsequent dives.
- 14) After completing the corresponding instructor training, conduct:
  - Digital Underwater Photographer specialty courses under the direction of a PADI Instructor.
  - Emergency Oxygen Provider courses.
- 15) Teach the Emergency First Response program, after successful completion of an Emergency First Response Instructor course.

*\*Active Status means renewed and insured.*

## **PADI DIVEMASTER COURSE (Continued)**

### ***Prerequisites***

- PADI Advanced Open Water Certification (or qualifying certification)
- PADI Rescue Diver Certification (or qualifying certification)
- 18 years or older
- 40 logged dives, to begin (60 dives for completion)
- Emergency First Response Primary and Secondary Care course completion (or qualifying training) within the last 24 months
- *RSTC Medical Statement*, signed by a physician, current within the past twelve months.

### ***Required Materials***

- PADI *Divemaster Manual*
- PADI *Instructor Manual*
- Recreational Dive Planner - Table and eRDP<sub>ML</sub>, including associated Instructions for Use booklets
- *The Encyclopedia of Recreational Diving*
- Divemaster Slates
- Log Book
- PADI *Divemaster DVD*
- PADI's *Guide to Teaching*\*
- *Diving Knowledge Workbook* or Dive Theory Online\*
- *Scuba Tune-Up Book*\*

### ***\*Recommended***

We suggest you purchase the Divemaster Crew Pack and enroll in Dive Theory Online

### ***Knowledge Development***

- The Role & Characteristics of a PADI Divemaster
- Supervising Diving Activities
- Assisting with Student Divers
- Diver Safety and Risk Management
- Divemaster-Conducted Programs
- Specialized Skills and Activities
- The Business of Diving and Your Career
- Awareness of the Dive Environment
- Dive Theory Review
- Divemaster Final Exam

### ***Waterskills Development***

- Waterskills Exercises
- Diver Rescue
- Dive Skills Workshop
  - Includes the PADI Deep Diver and PADI Search & Recovery Specialty certifications.

## **PADI DIVEMASTER COURSE (Continued)**

### ***Waterskills Development (Continued)***

- Practical Skills
- Divemaster-Conducted Programs Workshops
- Practical Assessments
- Professionalism

***Recommended Hours: 50***

***PADI Divemaster Course    \$895.00 (plus materials)***

***\*PADI Application Fee Included***

## **PADI DIVEMASTER COURSE - ELITE**

This program is designed to take the Divemaster candidate through the entire Divemaster program and fill any educational gaps by providing several PADI Specialty Courses at one convenient price. In the process, the candidate will also complete the requirements for the most prestigious non-professional diver rating, the PADI Master Scuba Diver. Coupling the PADI Divemaster with the PADI Master Scuba Diver certification makes a dive leader more marketable and fully prepares that individual for a career in the dive industry.

This program includes the following (8) PADI Specialty Courses:

- PADI Boat Diver Specialty Course
- PADI Deep Diver Specialty Course
- PADI Emergency Oxygen Provider Specialty Course
- PADI Enriched Air Diver (Nitrox) Specialty Course
- PADI Equipment Specialist Course
- PADI Night Diver Specialty Course
- PADI Search & Recovery Specialty Course
- PADI Underwater Navigator Specialty Course
  - JUST ADDED, PADI SMB course

***Recommended Hours: 120***

***PADI Divemaster Course - Elite    \$1,985.00 (plus materials)***

***\*PADI Application Fees Included***

## **PADI ASSISTANT INSTRUCTOR COURSE**

**Teaching Status\*** PADI ASSISTANT INSTRUCTORS are authorized to:

- 1) Present the knowledge development elaboration for any PADI Diver course under the instructor's indirect supervision. The instructor personally assesses student knowledge development.
- 2) Present initial skills training under the instructor's direct supervision during confined water dives.
- 3) Conduct open water surface skills evaluations during Open Water Diver course dives under the instructor's indirect supervision.
- 4) Teach and certify the PADI Peak Performance Buoyancy Specialty Dives under the direction of an instructor.
- 5) Independently teach the Project AWARE (nondiving) Specialty course.
- 6) Independently teach the AWARE - Coral Reef Conservation (nondiving) Specialty course.
- 7) Independently conduct the Discover Scuba Diving in a pool or confined water.
- 8) Independently conduct PADI Seal Team AquaMissions.
- 9) Teach and certify divers in a specialty course that don't include dives after completion of the Specialty Instructor Training course for such specialties.
- 10) After completing the corresponding instructor training, conduct:
  - Digital Underwater Photographer specialty courses under the direction of a PADI Instructor.
  - Emergency Oxygen Provider courses.
- 11) Teach the Emergency First Response program, after successful completion of an Emergency First Response Instructor course.

*\*Teaching Status means renewed and insured.*

### ***Prerequisites***

- Be certified as a PADI Divemaster or leadership level\* with another diver training organization.
- 18 years or older
- Be a certified diver for six months
- 60 logged dives; documented experience in night diving, deep diving and underwater navigation.
- *RSTC Medical Statement*, signed by a physician, current within the past twelve months.
- Emergency First Response Primary and Secondary Care course completion (or qualifying training) within the last 24 months.

*\*If not a PADI Divemaster, complete the PADI Divemaster course dive rescue assessment and submit documentation of qualifying certifications for entry-level, advanced, rescue and leadership level to PADI*

### ***Required Materials***

- PADI *Instructor Manual (current)*
- PADI's Guide to Teaching (current)

## **PADI ASSISTANT INSTRUCTOR COURSE (Continued)**

### ***Required Materials (Continued)***

- PADI *Specialty Course Instructor Manual*, or these specialty course instructor guides: Peak Performance Buoyancy, Project AWARE and AWARE Coral Reef Conservation
- PADI *Open Water Diver Manual*
- Recreational Dive Planner - RDP Table and eRDP<sub>ML</sub>, including Instructions for Use booklets.
- *How to Use and Choose Dive Computers* book
- Open Water Diver Quizzes and Exam booklet
- *Adventures in Diving Manual*
- PADI *Rescue Diver Manual*
- Rescue Diver Final Exams booklet
- PADI *Divemaster Manual*
- Divemaster Final Exams booklet
- Aquatic Cue Cards for:
  - Open Water Diver, Adventures in Diving, Rescue Diver, Divemaster and Discover Scuba Diving.
- Confined Water Lesson Preparation slate
- Open Water Training Dive Lesson Planning slate
- *The Encyclopedia of Recreational Diving*
- *Diving Knowledge Workbook* or eRecord for Dive Theory Online
- All PADI Professional videos\*
- All PADI Diver videos\*
- PADI Specialty Diver manuals\*
- Rescue Diver Course Prescriptive and Standard Lesson Guides\*
- Divemaster Course Lesson Guides\*
- Diver Scuba Diving Flip Chart\*
- Diver Scuba Diving Brochure\*
- *Scuba Tune-Up* guidebook\*
- Skill Evaluation Slate\*
- Open Water Diver Course Prescriptive and Standard Lesson Guides\*
- *Law and the Diving Professional*\*
- *The Best of the Undersea Journal*\*
- *The Business of Diving*\*
- *Children and Scuba Diving: A Resource Guide for Instructors and Parents*\*
- *AWARE - Our World, Our Water* manual - downloadable digital version\*
- Project AWARE's *10 Ways a Diver Can Help to Protect the Underwater Environment* brochure\*
- *Discover the Underwater World* video and the *Snorkeler's Field Guide*\*
- PADI Pro Log Book\*

### ***\*Recommended***

We suggest you purchase the Instructor Crew Pack and enroll in Dive Theory Online

## **PADI ASSISTANT INSTRUCTOR COURSE (Continued)**

### ***Knowledge Development***

Complete all independent learning sections online through PADI eLearning, or participate in the following sections during the Assistant Instructor Course:

- Learning, Instruction and the PADI System
- General Standards and Procedures
- Risk Management
- Marketing Diving
- Start Diving
- Teaching PADI Specialty Courses
- Business of Diving
- Keep Diving
- How to Teach the Recreational Dive Planner (RDP)

### ***Curriculum Components***

- Course Orientation
- Developing Knowledge Development Presentations
  - Knowledge Development Teaching Presentations 1 and 2
  - 4 Es Counseling Workshop 1
- Teaching in Confined Water
  - Skills Demonstration Workshop
  - Confined Water Teaching Presentations 1 and 2
- Conducting Open Water Dives
  - Open Water Training Presentation 1
  - Rescue Exercise Workshop

### ***Performance Requirements***

- Knowledge Development Teaching Presentations
- Confined Water Teaching Presentations
- Integrated Open Water Teaching Presentation
- Skills Evaluation
- PADI Systems, Standards and Procedure Exam
- Diver Rescue Assessment in Open Water

### ***Recommended Hours: 40***

***Completed PADI eLearning portion prior to AI (2 DAYS)                      \$ 774.00 (plus materials)***

***Complete AI if taught by staff (4 DAYS)    \$ 774.00 (plus materials)***

***Completed PADI eLearning portion prior to Private AI                      \$ 895.00 (plus materials)***

***\*PADI Application Fee Included***

***\*PADI IDC eLearning and Dive Theory Online Not Included***



## **INSTRUCTOR DEVELOPMENT PREPARATORY COURSE** **(IDC PREP)**

At Dive Right In Scuba, the IDC Prep Course is taught by PADI Course Directors and PADI IDC Staff Instructors. After an initial evaluation of dive skills, dive theory and the use of PADI teaching materials has been conducted, the staff will develop a program uniquely suited for the Instructor candidate. This program will focus on the following performance requirement areas:

- Developing demonstration quality in all (24) dive skills.
- Tutoring in Dive Theory to include:
  - Physics
  - Physiology
  - Equipment
  - Decompression Theory and the eRDP<sub>ML</sub>
  - Dive Skills and the Environment
- Tutoring in the PADI Systems, Standards and Procedures

***Recommended Hours 12 hours***

***IDC Prep Course     \$350.00***

***Additional Tutoring   \$75.00 per hour***

## **PADI OPEN WATER SCUBA INSTRUCTOR COURSE**

The PADI Open Water Scuba Instructor Program is essentially the second half of the IDC and designed for Assistant Instructors to complete their instructor certification.

### ***Prerequisites***

- Meet all Instructor Development Course (IDC) / Assistant Instructor (AI) course prerequisites.
- PADI Assistant Instructor or current instructor member in good standing with a recognized recreational diver training organization for at least 6 months.

### ***Required Materials***

- PADI *Instructor Manual*
- PADI's *Guide to Teaching*
- PADI *Specialty Course Instructor Manual*, or these specialty course instructor guides: Peak Performance Buoyancy, Project AWARE and AWARE Coral Reef Conservation
- PADI *Open Water Diver Manual*
- Recreational Dive Planner - RDP Table and eRDP<sub>ML</sub>, including Instructions for Use booklets.
- *How to Use and Choose Dive Computers* book
- Open Water Diver Quizzes and Exam booklet
- *Adventures in Diving Manual*
- PADI *Rescue Diver Manual*
- Rescue Diver Final Exams booklet
- PADI *Divemaster Manual*
- Divemaster Final Exams booklet
- Aquatic Cue Cards for:
  - Open Water Diver, Adventures in Diving, Rescue Diver, Divemaster and Discover Scuba Diving.
- Confined Water Lesson Preparation slate
- Open Water Training Dive Lesson Planning slate
- *The Encyclopedia of Recreational Diving*
- *Diving Knowledge Workbook* or eRecord for Dive Theory Online
- All PADI Professional videos\*
- All PADI Diver videos\*
- PADI Specialty Diver manuals\*
- Rescue Diver Course Prescriptive and Standard Lesson Guides\*
- Divemaster Course Lesson Guides\*
- Diver Scuba Diving Flip Chart\*
- Diver Scuba Diving Brochure\*
- *Scuba Tune-Up* guidebook\*
- Skill Evaluation Slate\*
- Open Water Diver Course Prescriptive and Standard Lesson Guides\*
- *Law and the Diving Professional*\*

## **PADI OPEN WATER SCUBA INSTRUCTOR COURSE (Continued)**

### ***Required Materials (Continued)***

- *The Best of the Undersea Journal\**
- *The Business of Diving\**
- *Children and Scuba Diving: A Resource Guide for Instructors and Parents\**
- *AWARE - Our World, Our Water* manual - downloadable digital version\*
- Project AWARE's *10 Ways a Diver Can Help to Protect the Underwater Environment* brochure\*
- *Discover the Underwater World* video and the *Snorkeler's Field Guide\**
- PADI Pro Log Book\*

### ***\*Recommended***

We suggest you purchase the Instructor Crew Pack and enroll in Dive Theory Online

### ***Knowledge Development***

Complete all independent learning sections online through PADI eLearning, or participate in the following sections during the OWSI Program:

- Learning, Instruction and the PADI System
- General Standards and Procedures
- Risk Management
- Marketing Diving
- Start Diving
- Teaching PADI Specialty Courses
- Business of Diving
- Keep Diving
- How to Teach the Recreational Dive Planner (RDP)

### ***Curriculum Components***

- Course Orientation
- Developing Knowledge Development Presentations
  - Knowledge Development Teaching Presentation 3
  - 4 Es Counseling Workshop 2
- Teaching in Confined Water
  - Skills Demonstration Workshop
  - Confined Water Teaching Presentations 3 and 4
- Conducting Open Water Dives
  - Discover Scuba Diving Workshop
  - Open Water Training Presentation 2
- General Standards and Procedures
- Open Water Diver Course
  - Adventures in Diving Program
- Rescue Diver Course
  - Rescue Exercise Workshop

## **PADI OPEN WATER SCUBA INSTRUCTOR COURSE (Continued)**

### ***Curriculum Components (Continued)***

- Divemaster Course
- Risk Management
  - Duty of Care Workshop

### ***Performance Requirements***

- Knowledge Development Teaching Presentations
  - Confined Water Teaching Presentations
  - Integrated Open Water Teaching Presentation
  - Skills Evaluation
  - Dive Theory Exam
  - Snorkel Stamina Swim
- \* Review of Physics, Physiology, Equipment, Skills and the Environment and Decompression Theory and the Recreational Dive Planner
- \* Review of Rescue Skills.

***Recommended hours: 50***

***Completed PADI eLearning portion prior to OWSI*** ***\$ 2,174.00 (plus materials)***

***Complete OWSI program if taught by staff*** ***\$ 2,175.00 (plus materials)***

***Completed PADI eLearning portion prior to Private OWSI*** ***\$ 3,500.00 (plus materials)***

***\*PADI Application Fee Are Included***

***\*PADI IDC eLearning and Dive Theory Online Not Included***

## **PADI INSTRUCTOR DEVELOPMENT COURSE**

### ***Prerequisites***

- Dive Leadership certification - PADI Divemaster (or) leadership-level certification with a recognized recreational diver training organization\* who is either:
  - An instructor in good standing (or)
  - A diver with proof of certification in diver supervision and management including proof of rescue diving certification
- 18 years or older
- Be a certified diver for six months
- 60 logged dives; documented experience in night diving, deep diving and underwater navigation.
- *RSTC Medical Statement*, signed by a physician, current within the past twelve months.
- Emergency First Response Primary & Secondary Care course completion (or qualifying training) within the last 24 months.

*\* If not a PADI Divemaster, complete the PADI Divemaster course dive rescue assessment and submit documentation of qualifying certifications for entry-level, advanced, rescue and leadership level to PADI*

### ***Required Materials***

- *PADI Instructor Manual*
- *PADI's Guide to Teaching*
- *PADI Specialty Course Instructor Manual*, or these specialty course instructor guides: Peak Performance Buoyancy, Project AWARE and AWARE Coral Reef Conservation
- *PADI Open Water Diver Manual*
- Recreational Dive Planner - RDP Table and eRDP<sub>ML</sub>, including Instructions for Use booklets.
- *How to Use and Choose Dive Computers* book
- Open Water Diver Quizzes and Exam booklet
- *Adventures in Diving Manual*
- *PADI Rescue Diver Manual*
- Rescue Diver Final Exams booklet
- *PADI Divemaster Manual*
- Divemaster Final Exams booklet
- Aquatic Cue Cards for:
  - Open Water Diver, Adventures in Diving, Rescue Diver, Divemaster and Discover Scuba Diving.
- Confined Water Lesson Preparation slate
- Open Water Training Dive Lesson Planning slate
- *The Encyclopedia of Recreational Diving*
- *Diving Knowledge Workbook* or eRecord for Dive Theory Online
- All PADI Professional videos\*
- All PADI Diver videos\*
- PADI Specialty Diver manuals\*
- Rescue Diver Course Prescriptive and Standard Lesson Guides\*

## **PADI INSTRUCTOR DEVELOPMENT COURSE (Continued)**

### ***Required Materials (Continued)***

- Divemaster Course Lesson Guides\*
- Diver Scuba Diving Flip Chart\*
- Diver Scuba Diving Brochure\*
- *Scuba Tune-Up* guidebook\*
- Skill Evaluation Slate\*
- Open Water Diver Course Prescriptive and Standard Lesson Guides\*
- *Law and the Diving Professional*\*
- *The Best of the Undersea Journal*\*
- *The Business of Diving*\*
- *Children and Scuba Diving: A Resource Guide for Instructors and Parents*\*
- *AWARE - Our World, Our Water* manual - downloadable digital version\*
- Project AWARE's *10 Ways a Diver Can Help to Protect the Underwater Environment* brochure\*
- *Discover the Underwater World* video and the *Snorkeler's Field Guide*\*
- PADI Pro Log Book\*

### ***\*Recommended***

We suggest you purchase the Instructor Crew Pack and enroll in Dive Theory Online

### ***Knowledge Development***

Complete all independent learning sections online through PADI eLearning, or participate in the following sections during the IDC:

- Learning, Instruction and the PADI System
- General Standards and Procedures
- Risk Management
- Marketing Diving
- Start Diving
- Teaching PADI Specialty Courses
- Business of Diving
- Keep Diving
- How to Teach the Recreational Dive Planner (RDP)

### ***Curriculum Components***

- Course Orientation
- Developing Knowledge Development Presentations
  - Knowledge Development Teaching Presentations 1, 2 and 3
  - 4 Es Counseling Workshop 1 and 2
- Teaching in Confined Water
  - Skills Demonstration Workshop
  - Confined Water Teaching Presentations 1, 2, 3 and 4

## **PADI INSTRUCTOR DEVELOPMENT COURSE (Continued)**

### ***Curriculum Components (Continued)***

- Conducting Open Water Dives
  - Discover Scuba Diving Workshop
  - Open Water Training Presentation 1 and 2
- General Standards and Procedures
- Open Water Diver Course
  - Adventures in Diving Program
- Rescue Diver Course
  - Rescue Exercise Workshop
- Divemaster Course
- Risk Management
  - Duty of Care Workshop

### ***Performance Requirements***

- Knowledge Development Teaching Presentations
  - Confined Water Teaching Presentations
  - Integrated Open Water Teaching Presentation
  - Skills Evaluation
  - PADI Systems, Standards and Procedure Exam
  - Dive Theory Exam
  - Snorkel Stamina Swim
- \* Review of Physics, Physiology, Equipment, Skills and the Environment, and Decompression Theory and the Recreational Dive Planner
- \* Review of Rescue Skills.

***Recommended hours: 90***

***Completed PADI eLearning portion prior to Private IDC \$ 2,714.00 (plus materials)***

***\*PADI IDC eLearning and Dive Theory Online Not Included***

## **PADI INSTRUCTOR EXAMINATION (IE)**

The PADI Instructor Examination is a (2) day comprehensive examination which will evaluate the Instructor Candidate in several aspect of diver education. This examination is facilitated by an Instructor Examiner from PADI.

### ***Prerequisites***

- Successful Instructor Development Course (IDC) or Open Water Scuba Instructor (OWSI) program within (12) months of the Instructor Examination (IE) start date.
- 100 logged dives.
- PADI Instructor Certificate of Completion that has both the OWSI / IDC completion dates and dive experience sections signed by a PADI Course Director or a PADI *IE Certificate of Participation Form* from a previous IE.
- PADI *IE Enrollment Form* and fee.
- *RSTC Medical Statement*, signed by a physician, current within the past twelve months.

***Current PADI IDC Application Fee and Current PADI Instructor Examination Fee total is  
\$895.00***

***All fees are included in course prices.***



## **PADI SPECIALTY INSTRUCTOR**

The PADI Specialty Instructor Training covers how to organize, promote and conduct open water training for PADI Specialty Diver courses and emphasizes the value of specialty training to divers. The Specialty Instructor courses are designed to educate, both new and experienced instructors. The Instructor will also learn how to market and promote the courses with proper cost analysis. This program is a great confidence builder for new instructors.

A Specialty Instructor is authorized to teach only the specialty courses in which they are certified in. If the Specialty Instructor is certified to teach (5) different specialty courses, they may also certify divers as a Master Scuba Diver.

Once a Specialty Instructor is certified to teach (5) specialty courses and has met other PADI requirements, they may apply for the Master Scuba Diver Trainer certification. The ability to teach and certify divers in specialties adds to the instructor's vocational expertise.

***NOTE: When applying for a job, a Master Scuba Diver Trainer has a much better chance of getting hired, due to their marketability.***

***NOTE: An Instructor Candidate may enroll in the PADI Specialty Instructor program immediately after the completion of the IDC. However, the Instructor Candidate may not begin teaching the specialty courses, until the successful completion of the IE.***

### ***Prerequisite***

- Be a Renewed Assistant Instructor (for non-diving specialties) or an Open Water Scuba Instructor (OWSI) or have completed an IDC or OWSI program within the past 12 months.

### ***Required Materials***

- PADI Specialty Instructor Guides or PADI-approved Distinctive Specialty Outline
- The following PADI Manuals are required when teaching the corresponding specialties:
  - PADI *Digital Underwater Photography Manual*
  - PADI *Emergency Oxygen Provider Manual*
  - PADI *Enriched Air Diver Manual*
- All related PADI Specialty Diver materials
- Any corresponding special equipment

### ***Performance Requirements***

- Present a knowledge development presentation.
- State the purpose and goals.
- Explain the course standards and procedures.
- List equipment requirements.
- Explain open water training considerations.

## **PADI SPECIALTY INSTRUCTOR (Continued)**

### ***Performance Requirements (Continued)***

- Demonstrate mastery of all knowledge development and water skill performance requirements.
- Conduct an open water teaching assignment and demonstrate all open water performance requirements.
- Describe how to conduct all course segments.
- Describe successful marketing and promotion techniques.
- Determine costs and pricing.

It is suggested to have completed the consumer level course first. The Instructor program combines skills from the consumer dives and may not reflect the true way a consumer program flows. In the Instructor Specialty course, a program such as the Deep Diver Specialty course would be completed in only 2 dives. As an example, open water skills from the consumer course (dives one and two) would be combined into the Instructor Course (dive one). Open water skills from the consumer course (dives three and four) would be combined in the Instructor Course (dive two).

***Recommended hours: 5 to 10 depending on the course***

***One Dive Specialty \$204.00 (plus material) \****

***Two Dive Specialty \$259.00 (plus materials) \****

\* The student may already possess the consumer course materials.

## **PADI MASTER SCUBA DIVER TRAINER (MSDT) PREP COURSE**

Teaching specialties is very rewarding and an excellent way to deviate from your normal working day. Dive Right In Scuba offers many exciting specialties for you to choose from. Increase your marketability and become a Master Scuba Diver Trainer.

In as little as four days, you will be able to teach up to (5) PADI Specialties. Once a Specialty Instructor is certified to teach (5) different specialty courses, they may also certify divers as a Master Scuba Diver.

The course provides instruction on how to organize, promote, and teach PADI Specialty courses. When the MSDT Prep course is conducted by a qualified PADI Course Director, it eliminates the need for the Open Water Scuba Instructor to have certified (25) student divers, prior to submitting their various Specialty Instructor applications to PADI.

**Dive Right In Scuba** offers the most comprehensive list of PADI Standardized and Distinction Specialties in the Midwest.

### ***Prerequisites***

- Be a Renewed PADI Assistant Instructor (for non-diving specialties) or an Open Water Scuba Instructor (OWSI) or have completed an IDC or OWSI program within the past 12 months.
- Additional prerequisites for certain Specialty Instructor Training courses:
  - Cavern** - full Cave Diver certification by a recognized cave diving certification organization.
  - Enriched Air** - PADI Enriched Air Diver certification (or comparable rating).
  - Semi-closed Rebreather** - PADI Enriched Air Diver Instructor rating, a PADI Semi-closed Rebreather certification (or comparable rating) and documented experience specific to the semi-closed rebreather unit.
- Have ten logged dives in the specialty prior to submitting the Specialty Instructor application to PADI.

### ***Required Materials***

- PADI Specialty Instructor Guides or PADI-approved Distinctive Specialty Outline
- The following PADI Manuals are required when teaching the corresponding specialties:
  - PADI *Digital Underwater Photography Manual*
  - PADI *Emergency Oxygen Provider Manual*
  - PADI *Enriched Air Diver Manual*
- All related PADI Specialty Diver materials
- Any corresponding special equipment

### ***Performance Requirements***

- Present a knowledge development presentation.
- State the purpose and goals.
- Explain the course standards and procedures.

## **PADI MASTER SCUBA DIVER TRAINER (MSDT) PREP COURSE**

### ***Performance Requirements (Continued)***

- List equipment requirements.
- Explain open water training considerations.
- Demonstrate mastery of all knowledge development and water skill performance requirements.
- Conduct an open water teaching assignment and demonstrate all open water performance requirements.
- Describe how to conduct all course segments.
- Describe successful marketing and promotion techniques.
- Determine costs and pricing.

***Recommended hours: 35***

***PADI Master Scuba Diver Trainer Prep Course \$1069.00 (plus material)***

\* The student may already possess the consumer course materials.

## **PADI EMERGENCY FIRST RESPONSE INSTRUCTOR (INCLUDES CARE FOR CHILDREN)**

Learn to teach the Emergency First Response program in as little as one day. This course is one of the most innovative in the industry. In this course the participant will receive the same training as emergency medical professionals at a layperson's level. Review the (12) basic skills and learn to promote PADI Emergency First Response training as a profitable enterprise.

The Emergency First Response Instructor is qualified to teach any of the Emergency First Response (EFR) component courses to any person. The Emergency First Response (EFR) course involves both First Aid and CPR training and may be marketed to the public to promote diving to non-divers. The participant will also learn to teach the latest CPR and First Aid techniques for infants and children. The Emergency First Response Instructors vocational expertise and marketability has increased, because they are able to offer their students in-house training in First Aid and CPR. These courses are requirements for the Rescue Diver, Divemaster and IDC programs.

### ***Prerequisites***

- EFR Primary and Secondary Care (or qualifying training) within the past 24 months.
- 18 years of age.

### ***Required Materials\****

- Emergency First Responder (EFR) Primary and Secondary Care Instructor Manual
- Emergency First Responder (EFR) Primary and Secondary Care Participant Manual
- Emergency First Responder (EFR) Primary and Secondary Care Student DVD
- Emergency First Responder (EFR) Care for Children Instructor Manual
- Emergency First Responder (EFR) Care for Children Participant Manual
- Emergency First Responder (EFR) Care for Children Student DVD
- Emergency First Responder (EFR) CPR and AED Instructor Manual
- Emergency First Responder (EFR) CPR and AED Participant Manual
- Emergency First Responder (EFR) CPR and AED Student DVD
- Emergency Care at a Glance
- Ventilation Barrier (Oronasal Resuscitation Mask / Pocket Mask)

\* All required materials may be purchased in the EFR Instructor Start up Pack (# 60215)

### ***Curriculum Components***

- Course Orientation
- Emergency First Response Program Philosophy
- Learning and Instruction Workshop
- Teaching Emergency First Response Skills Workshop
- Care for Children Course Standards and Content
- Care for Children Skills Workshop
- Organizing an Emergency First Response Course

## **PADI EMERGENCY FIRST RESPONSE INSTRUCTOR INCLUDES CARE FOR CHILDREN (Continued)**

### ***Curriculum Components (Continued)***

- Mannequin Cleaning Workshop (*Optional*)
- Marketing Emergency First Response

### ***Performance Requirements and Assessment***

- Complete Self-Study Knowledge Reviews
- Participate in all (8) required Emergency First Response Instructor Course Presentations
- Teach at least (2) primary or secondary care skills from EFR Primary or Secondary Care courses.
- Teach at least (1) skill from the Care for Children course.
- During presentations identify problems or ineffective techniques and appropriately correct them.
- Demonstrate role-modeling technique for all (10) EFR Primary and Secondary Care skills.
- Demonstrate role-modeling technique for Care for Children skills.
- Successfully complete the Emergency First Response Instructor Examination.

### ***Recommended Hours: 16***

***For a Group Class \$420.00, each (plus materials)***

***For a Private Class \$495.00 (plus materials)***

***\*PADI Application Fee(s) Included (\$110.00)***

***Add the PADI Emergency Oxygen Provider Specialty Instructor Course for \$150.00 (plus materials).***

**PLEASE BE SURE THAT ALL INSTRUCTOR KNOWLEDGE REVIEWS  
ARE COMPLETED BEFORE ANY PROGRAM BEGINS.**

## **PADI IDC STAFF INSTRUCTOR**

To continue your career as a Professional Diving Educator, an instructor must learn how the Instructor Development process takes place. The IDC Staff Instructor course allows the instructor to observe the instructor training process, while auditing the IDC. You will also gain insight into the learning process, which aids in teaching all levels of diving instruction.

The IDC Staff Instructor course prepares candidates to independently teach the PADI Assistant Instructor course to staff PADI Instructor Development programs and to offer the IDC Preparatory course. The training furthers teaching abilities and develops candidate's evaluation and counseling skills through independent study, classroom sessions, guided evaluation training and an internship. Give your leadership level programs the added prestige of being taught by an IDC Staff Instructor, who is current in the latest teaching techniques!

A ratio of (8) Instructor Candidates to (1) Course Director is increased by an additional (8) Instructor Candidates by utilizing a Teaching Status IDC Staff Instructor.

***The IDC Staff Instructor rating is a prerequisite to the Master Instructor rating.***

**Teaching Status\* PADI IDC STAFF INSTRUCTORS** are authorized to:

- 1) Independently teach and certify PADI Assistant Instructors at dive centers or resorts that are at a minimum a PADI Five Star Dive Center or Resort.
- 2) Conduct IDC training segments while a PADI Course Director is available on premises for consultation.
- 3) Evaluate and critique Instructor Candidate knowledge development, confined water and open water teaching presentations.
- 4) Provide counseling and remedial training for Instructor Candidates and IDC Staff Instructor Candidates.
- 5) Assist with instructor-level continuing education programs such as, PADI Specialty Instructor Training courses.
- 6) Observe the orientation and closing sessions of the PADI Instructor Examinations.
- 7) Provide logistical support for the PADI Course Director throughout the IDC.
- 8) Independently conduct the IDC Preparatory Course.

### ***Prerequisites***

- Teaching Status PADI Master Scuba Diver Trainer.
- Agreed to conduct all levels of diver training consistent with the standards and philosophy outlined in the PADI *Instructor Manual* and PADI *Course Director Manual*.
- Agree to use the PADI System and its components.

## **PADI IDC STAFF INSTRUCTOR (Continued)**

### ***Required Materials***

- All materials as required for Instructor Candidates.
- PADI *Course Director Manual*
- Knowledge Development Presentation Evaluation Form
- Skills Evaluation Slate
- Confined Water Evaluation Slate
- Open Water Evaluation Slate
- All materials recommended for Instructor Candidates

### ***Curriculum Components***

- IDC Staff Instructor Course Orientation
- Instructor Development Standards, Procedures and Curriculum
- How to Organize and Conduct the PADI Assistant Instructor Course
- The Psychology of Evaluation and Counseling

### ***Performance Requirements***

- Knowledge Development Teaching Presentations
- Confined Water Teaching Presentations
- Open Water Teaching Presentations
- Skills Evaluation
- Dive Theory Exam
- PADI Systems, Standards and Procedure Exam
- IDC Auditing

### ***Recommended Hours: 20***

***Option A      \$795 (plus materials)***

***Option B      \$795 (plus materials)***

***\*PADI Application fee not included (\$130.00)***



## **DIVE RIGHT IN SCUBA RESORT TRAINING COURSE (Includes BUSINESS TRAINING Component)**

Starting a scuba business can be very challenging. Operating a dive center may appear fun and exciting, but it could also be one of the most difficult stores to open and manage successfully. The **Dive Right In Scuba's** Resort Training Course with the Business Training component was designed to guide you through the management of various challenges, hazards and other confusion a person may encounter when opening a dive center.

This course is a two-week program, which is scheduled from Monday through Friday (8:00 AM to 6:00 PM) daily. The course was designed to train the participants in how to successfully start and manage their own dive center. Training will take place in the classroom and on the sales floor.

8:00 AM - 12:00 NOON	Classroom Sessions
12:00 NOON - 1:00 PM	Lunch
1:00 PM - 4:00 PM	Classroom Sessions
4:00PM - 6:00 PM	Practical sessions relating to floor sales and phone responses

This course is 10 days in duration.

### ***Prerequisite***

- PADI Assistant Instructor

***Class Size: 6 Maximum***

***Total Hours of Instruction: 80 Hours***

<b><i>Resort Training Course with Business Training Component included</i></b>	<b><i>\$5,000.00</i></b>
<b><i>Extra training may be obtained for an additional cost</i></b>	<b><i>\$75.00 per hour</i></b>

**\*College credit will not be recommended for this program, at this time.**

## **PADI CAREER DEVELOPMENT COURSE (CDC)**

The PADI Career Development Course starts with the PADI Advanced Open Water Course, includes the PADI Rescue Diver Course, the PADI Divemaster Course, the PADI Assistant Instructor Course, the PADI Instructor Development Course and the Emergency First Response (EFR) Instructor Course. All class descriptions are listed on previous pages within this Vocational Catalog, as are the prerequisites, required materials, curriculum components and the performance requirements. In addition, the student will also participate in the Resort Training Course (RTC) with the Business Training component.

### ***Vocational Objectives***

The Resort Training Course with the Business Training component is designed to train the participant in sales and display techniques, advertising, operations, equipment repair, class scheduling, costing of classes and management. Other aspects of dive store operations such as pool operation and maintenance, compressor operation, newsletters, mailing lists, purchasing and group travel will also be discussed.

### ***Graduation***

Upon successful completion of the Resort Training Course with the Business Training component, the participant will be issued a certificate of completion from **DIVE RIGHT IN SCUBA**.

\* Looking to open a dive center? **DIVE RIGHT IN SCUBA** can help. Ask about our **Affiliate Program**. It can save you time and money while increasing your chances of success.

***Recommended hours: 385***

***Cost \$15,100.00 (includes materials)***

***\*All PADI application fees are included***

***\*All rental equipment is included (Tanks, weights, flags, lift bags)***

## **COLLEGE CREDIT RECOMMENDATIONS**

The American Council of Education (ACE) recommends college credit for certain PADI Scuba Diver and Emergency First Response (EFR) courses. ACE represents all colleges and universities before the U.S. Federal Government and as such is the unified voice of higher education. ACE evaluates educational courses according to established college-level criteria and recommends college credit for those that measure up to these standards.

The ACE credit recommendations for PADI and EFR courses may help you in receiving college credit at an American university or college - even if the courses aren't conducted on a university or college campus. Courses offered through PADI Dive Centers, Resorts and at other locations qualify.

### ***Take a Course - Use the Credit***

A university or college may use the ACE credit recommendations in a variety of ways. The institution may apply the credit to your major replacing a required course. They may also use the credit as a general elective to possibly waive a prerequisite course.

### ***College Credit at No Extra Charge***

Universities and colleges that accept ACE credit recommendations for PADI or EFR courses typically handle them like transfer credits. Transfer credits are often awarded without an additional fee. This may save you tuition fees, while at the same time allowing you to possibly meet graduation requirements.

### ***How Much College Credit Can I Earn?***

ACE has set forth the following college credit recommendations for PADI and EFR courses:

<b>COURSE</b>	<b>HOURS</b>	<b>SEMESTER CREDIT DIVISION*</b>	<b>INSTRUCTIONAL AREA</b>
Open Water Diver	1	Lower	Recreation / Physical Education
Advanced Open Water Diver	1	Lower	Recreation / Physical Education
Rescue Diver	1	Lower	Recreation / Physical Education
Divemaster	2	Lower	Recreation / Physical Education
Assistant Instructor	1	Lower	Recreation / Physical Education
Instructor Development	2	Upper / Lower	Recreation / Physical Education
Course Director Training	3	Upper	Recreation / Physical Education
Emergency First Response Instructor Training Course	1	Lower	Recreation / Physical Education
Apprentice Tec	1	Lower	Recreation / Physical Education

## COLLEGE CREDIT RECOMMENDATIONS (Continued)

COURSE	HOURS	SEMESTER CREDIT DIVISION*	INSTRUCTIONAL AREA
Deep Diver Specialty	1	Lower	Recreation / Physical Education
Dry Suit Diver Specialty	1	Lower	Recreation / Physical Education
DSAT Tec Trimix	1	Upper	Recreation / Physical Education
Enriched Air Diver Specialty	1	Lower	Recreation / Physical Education
Night Diver Specialty	1	Lower	Recreation / Physical Education
Search & Recovery Diver Specialty	1	Lower	Recreation / Physical Education
Tec Deep	1	Upper	Recreation / Physical Education
Underwater Navigator Specialty	1	Lower	Recreation / Physical Education
Underwater Photography Specialty	1	Lower	Recreation / Physical Education
Wreck Diver Specialty	1	Lower	Recreation / Physical Education / Archeology

Lower - Typically Freshman / Sophomore Level

Upper - Typically Junior / Senior Level

### ***Ordering an Official PADI Transcript***

To secure credit for a PADI or EFR course at a college or university, you need an official transcript as proof of course completion. ***Colleges and universities will not accept certification cards or wall certificates as proof of course completion.*** PADI will send your transcript directly to you or the college or university you are currently attending or planning to attend. It is recommended that you also order a transcript for your own records **DIVE RIGHT IN SCUBA** will assist you in ordering your transcripts. There is a fee paid directly to PADI, for this.

Note: Please contact your college or university *before* applying for credit to see if credit is accepted at the institution. Some institutions may not accept PADI course.

## **WHERE DO I BEGIN?**

Becoming a true Diving Educator is important, however knowing what to do once you achieve this goal is equally important. The **DIVE RIGHT IN SCUBA** staff is ready and willing to assist you every step of the way. **DIVE RIGHT IN SCUBA** is the only training facility in the Midwest to have been awarded the distinction of being designated as a PADI Career Development Center. **DIVE RIGHT IN SCUBA** also has the largest inventory of quality diving equipment and training materials in the Chicago area, plus we are a full-service repair facility. We can handle your every diving need - all you must do is ask. Call us today and start your adventure.

Thank you for your interest in our Vocational School. If we can assist you in your decision-making process, please do not hesitate to call or stop in. Check our website at [www.diverightinscuba.com](http://www.diverightinscuba.com) for scheduling.

If you are satisfied with the curriculum we offer and our school fits your needs, we would be glad to have you. We are sure you will be very pleased with your program here at **DIVE RIGHT IN SCUBA**. Our goal is to see you succeed with your diving venture and our staff is dedicated to your success. For a great experience and quality training you should sign up today to see what a PADI Career Development Center has to offer.

Again, thank you for your support.

Patrick Hammer  
Dean  
(PADI Platinum CD # 4325)

Looking to offer IDC training at your store? Ask us how. We can come to you.

Want to have your IDC completed in a warm water area? Join us in the Caribbean or other states where we offer training.

## **DIVE RIGHT IN SCUBA**

16336 South 104th Avenue  
Orland Park, Illinois 60803  
1-708-226-1614

### **VETERANS' BENEFITS ADDENDUM**

#### ***Governing Body / Officials***

Patrick Hammer      Dean  
Christopher Lowe      Chief Managing Employee

#### ***Governing Body / Faculty***

Patrick Hammer      Platinum Course Director, PADI  
Christopher Lowe      Master Instructor, PADI

#### ***Enrollment Requirements***

Specific enrollment requirements for the following programs can be found within this Vocational Catalog.

#### ***Course Requirements***

Specific course requirements for the following programs can be found within this catalog

- Rescue Diver Course
- Divemaster Course
- Divemaster Course - Elite
- Assistant Instructor Course
- Instructor Development Preparatory (IDC Prep) Course
- Instructor Development Course
- Open Water Scuba Instructor Course
- Master Scuba Diver Trainer (MSDT) Prep Course
- Specialty Instructor Courses
- Emergency First Response (EFR) Instructor Course
- IDC Staff Instructor
- Resort Training Course (RTC) with Business Training Component
- Career Development Course

## **VETERANS' BENEFITS ADDENDUM (Continued)**

### ***Attendance Policy***

Candidates attending any of Dive Right In Scuba's Vocational Training Programs are required to satisfactorily meet all designated performance requirements, prior to receiving the desired certification or certificate of completion for that course.

A candidate that may be tardy (defined as more than 10 minutes late) for, or absent from, any session MUST notify the school as soon as possible. If a 24-hour notice is provided for any incidence of tardiness or absence, there will be no penalty fee to reschedule the session. Standard of Progress requires candidates to complete all course requirements. Any presentations missed (for any reason) MUST be made up within TWO (2) business days. Failure to make up any missed presentations will result in the termination of Federal Veterans' Educational Benefits. Tutoring fees will be assessed at \$75.00 per hour.

NOTE: All assignments must be completed and submitted, per the schedule provided for the specific program.

### ***Academic Progress and Grading Policy***

Assistant Instructor Course candidates, Open Water Scuba Instructor Course candidates or Instructor Development Course candidates must satisfactorily meet all performance requirements, before certification and / or course completion certificates are issued for any of Dive Right In Scuba's Vocational Training Programs

- A MINIMUM SCORE of 75% must be maintained on each written quiz or exam.
- A MINIMUM SCORE of 3.5 (out of 5.0) must be achieved on at least two Knowledge Development Teaching Presentations. Only one 3.5 score is required for the Assistant Instructor course.
- A MINIMUM SCORE of 3.4 (out of 5.0) must be achieved on at least two Confined Water Teaching Presentation. Only one 3.4 score is required for the Assistant Instructor course.
- A MINIMUM SCORE of 3.4 per skill, (out of 5.0) must be achieved on at least one Integrated Open Water Teaching Presentation.
- A MINIMUM SCORE of 85, with no individual score below a 3 (out of 5), must be achieved on a Skills Evaluation while performing the (24) Dive Skills.

## **VETERANS' BENEFITS ADDENDUM (Continued)**

### ***Academic Progress and Grading Policy (Continued)***

Any teaching presentation scoring below a 3.5 will result in a make-up presentation being assigned. There will be no rescheduling fee assessed for make-up teaching presentations. Failure to successfully meet required standards after completing TWO (2) make-up assignments will result in the termination of Federal Veterans' Educational Benefits. All scores will be based upon the Professional Association of Diving Instructors (PADI) Evaluation Criteria. This criterion will be explained, in detail, prior to conducting any assigned presentations.

IDC Staff Instructors candidates must satisfactorily meet all performance requirements before certification and / or course completion certificates are issued for any of DIVE RIGHT IN SCUBA'S Vocational Training Programs.

- A MINIMUM SCORE of 80% must be achieved on each written exam.
- A MINIMUM SCORE of 4.0 (out of 5.0) must be achieved on a Knowledge Development Teaching Presentation.
- A MINIMUM SCORE of 4.0 (out of 5.0) must be achieved on a Confined Water Teaching Presentation.
- A MINIMUM SCORE of 85, with no individual score below a 3 (out of 5), must be achieved on a Skills Evaluation while performing the (24) Dive Skills.

All scores will be based upon the Professional Association of Diving Instructors (PADI) Evaluation Criteria.

**ALL GRADES WILL BE AVAILABLE FOR REVIEW ON A DAILY BASIS.**

**COUNSELING BY THE COURSE DIRECTOR, WILL BE AVAILABLE AT THE END OF EACH TRAINING DAY, UPON REQUEST.**

**A REVIEW OF EACH ASSIGNED TEACHING PRESENTATION WILL IMMEDIATELY FOLLOW THAT PRESENTATION.**



## **VETERANS' BENEFITS ADDENDUM (Continued)**

### ***Student Conduct Policy***

Every candidate is expected to conduct themselves in a manner befitting their role as a professional. Candidates should dress in professional, yet casual / comfortable attire. Candidates should refrain from wearing any clothing which could be considered crude, obscene or offensive to the public. The candidate's attitude and behavior must also be professional and should not disrupt the class in progress, the training facility nor the retail store operation. Any candidate that cannot conform to this code of conduct will be dismissed from the program and will subsequently FORFEIT the tuition fee.

Candidates who are a part of the Federal Veterans' Educational Benefit Program and are dismissed for unsatisfactory progress, attendance, or conduct, may appeal to the Dean of this School for readmission, no sooner than six months after termination.

### ***Tuition and Fees***

Tuition and fees are provided within this Vocational Catalog.

### ***Pro-Rata Refund Policy for Veterans Receiving Federal Veterans' Educational Benefits***

- 1) If a cancellation notice is provided (7) days prior to the scheduled start of the program, there will be a FULL REFUND of all fees paid.
- 2) If less than a (7) day notice is given, but prior to the scheduled starting date, all tuition will be refunded EXCEPT a pro-rated portion of the Registration Fee, \$50.00.
- 3) Any withdrawal during the course will result in a refund based upon the percentage of the course attended. The formula would be the Total Tuition minus the Registration Fee and the percentage of class attended (amount not to be less than 30%).

EXAMPLE: A candidate attends 20% of the course and paid a total tuition of \$1,800.00

\$1,800.00	Total Tuition
-\$50.00	Prorated Registration Fee
<u>-\$540.00</u>	<u>Percentage attended (not less than 30%)</u>
<b>\$1,210.00</b>	<b>REFUNDED</b>

## **VETERANS' BENEFITS ADDENDUM (Continued)**

### ***Pro-Rata Refund Policy for Veterans Receiving Federal Veterans' Educational Benefits (Continued)***

- There will be a FULL REFUND on any fees not applied prior to withdrawal.
- There will be a FULL REFUND on any UNUSED books & materials.
- There will be a FULL REFUND on any UNUSED rental equipment.
- ALL refunds will be issued, via U.S. Mail, within 30 days of withdrawal.

### ***Credit for Previous Training Policy***

The **DIVE RIGHT IN SCUBA** staff strongly encourages every candidate to receive all their vocational training at this facility. We will, however, acknowledge any PADI certification to satisfy the prerequisites stated for any program offered. Credit for previous training at another PADI Instructor Development Center may be applied towards a program at **DIVE RIGHT IN SCUBA**, provided the training is properly documented and was received within the previous 12 months.

## **NEW POLICIES for 2018:**

### **Veterans' Satisfactory Academic Progress Policy**

## **Catalog and/or Handbook Policies for Students Receiving GI Bill®\*** **Benefits**

### **DIVE RIGHT IN SCUBA, A PADI CDC**

These policies are provided to you in case you do not have any of the policies in your catalog OR the policies that you do have is significantly different from VA requirements. Policies can be adopted directly into your catalog or handbook.

### **SATISFACTORY PROGRESS POLICY FOR VETERANS**

The Satisfactory Progress Policy found in this Catalog applies to all students who are receiving federal veterans' education benefits (GI Bill®), except that these veterans must adhere to more stringent requirements as defined in this Addendum.

### **Evaluation Time Frames**

DIVE RIGHT IN SCUBA will evaluate veterans for attendance and grades at the end of each month for all approved programs.

\*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

### **Attendance Progress**

**A student must maintain a minimum of 75% attendance average each month to be considered making satisfactory progress. Any student absent for 14 consecutive days will be terminated from the GI Bill® program.**

### **Academic Progress**

The minimum grade average required, for theory and practical combined, is 75%.

### **Probation and Dismissal**

DIVE RIGHT IN SCUBA will place students failing to meet either the attendance or the academic progress requirements on probation for a period of one month.

DIVE RIGHT IN SCUBA will reevaluate a student's progress at the conclusion of the probationary period. If DIVE RIGHT IN SCUBA determines at this evaluation that the student is meeting both the attendance and academic progress requirements the student will no longer be on probation. Contrarily, if DIVE RIGHT IN SCUBA determines at this evaluation that the student is failing to meet either the attendance or academic progress requirements, DIVE RIGHT IN SCUBA will terminate the student from the GI Bill® program.

DIVE RIGHT IN SCUBA, however, may grant a second probationary period of one month if extenuating circumstances warrant such action. DIVE RIGHT IN SCUBA will reevaluate a student's progress at the conclusion of this second probationary period. If DIVE RIGHT IN SCUBA determines at this evaluation that the student is meeting both the attendance and academic progress requirements the student will no longer be on probation. Contrarily, if DIVE RIGHT IN SCUBA determines at this evaluation that the student is failing to meet either the attendance or academic progress requirements, DIVE RIGHT IN SCUBA will terminate the student from the GI Bill® program.

### **Reinstatement of Students Dismissed for Unsatisfactory Progress**

Students dismissed for failing to meet standards of academic progress may not be re-admitted.

### **STATEMENT ON ATTENDANCE FOR VA CERTIFICATION**

**DIVE RIGHT IN SCUBA** will certify a veteran's enrollment in an approved program to the United States Department of Veterans Affairs (USDVA). This certification, in part, requires the **DIVE RIGHT IN SCUBA** to report to the USDVA the amount of clock hours per week a veteran will be in attendance. If a veteran fails to attend the certified number of hours per week and this failure results in a change of pursuit as defined by the USDVA, **DIVE RIGHT IN SCUBA** must report this issue to the USDVA. This report may result in a lesser monthly payment from the USDVA to the veteran and possible overpayments from the USDVA to the veteran and **DIVE RIGHT IN SCUBA**. **DIVE RIGHT IN SCUBA** strongly advises veterans to pursue their training as specified in the Enrollment Contract. This policy applies to all approved programs offered by DIVE RIGHT IN SCUBA.

## **Graduation Requirements**

A student will graduate upon successful completion of each course for their program of education. Successful completion requires a passing grade of 75% in each course of study, no more than three unexcused absences in each course of study, and completion of each course of study within the specified period for the program. Upon successful completion of the program a student will receive a certificate of completion from DIVE RIGHT IN SCUBA.

## **Credit for Previous Education and Training**

Credit for the previous education and training experience must be evaluated and may be granted. Such a grant of credit is at the discretion of DIVE RIGHT IN SCUBA. This credit will shorten the length and cost of the program proportionately. The school is required to maintain a written record of previous education and training experiences which indicates that credit has been given, where appropriate, by the school for noted experiences and provide evidence of the evaluation.

## **Refund Policy**

All tuition is subject to the following pro-rata refund policy:

<b>% of Days in Class Completed At Notice of Cancellation</b>	<b>% of Tuition and Charges that DIVE RIGHT IN SCUBA May Retain</b>
In excess to 5% to 10%	15%
In excess to 10% to 15%	20%
In excess to 15% to 20%	25%
In excess to 20% to 25%	30%
In excess to 25% to 30%	35%
In excess to 30% to 35%	40%
In excess to 35% to 40%	45%
In excess to 40% to 45%	50%
In excess to 45% to 50%	55%
In excess to 50% to 55%	60%
In excess to 55% to 60%	65%
In excess to 60% to 65%	70%
In excess to 65% to 70%	75%
In excess to 70% to 75%	80%
In excess to 75% to 80%	85%
In excess to 80% to 85%	90%
In excess to 85% to 90%	95%
In excess to 90%	100%

## **Student Records**

Student records and transcripts are maintained by DIVE RIGHT IN SCUBA and are available to students by calling 708-226-1614 or writing:

DIVE RIGHT IN SCUBA  
16336 S. 104<sup>th</sup> Ave  
Orland Park IL 60467

### **Attendance**

Veterans must have no more than three unexcused absences for each course. Successful completion of each course requires a student to attend all sections of covered study. No absences will be excused without prior approval of instructor. Unexcused and excused absences are both considered absences in determining the attendance rate.

**ANY COMPLAINTS AGAINST THE SCHOOL**, please contact:

Illinois Board of Higher Education  
Division of Private Business and Vocational Schools  
1 North Old state Capitol Plaza, Suite 333  
Springfield, Illinois 62701

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

#### Addendum to Catalog Compliance with 38 USC 3679(e) VA Pending Payment Compliance

Beginning August 1, 2019, and despite any policy to the contrary, the educational institution named at the bottom of this form will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment.
- Assess a late penalty fee.
- Require they secure alternative or additional funding.
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class.
- Provide written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).