

Instructor Development Course Program Learning Agreement - 2020

Welcome to your PADI Instructor Development Course Program (IDC). As a dive professional, you've gained valuable experience by training individuals to dive. This program is designed to enhance your skills and provide you with new tools to use as a PADI Open Water Scuba Instructor or PADI Assistant Instructor. During this program, you'll receive a full orientation to the PADI system of diver education. Prior to the start of your IDC, you'll need to read and study the program material to ensure you are fully prepared. Signing this Learning Agreement indicates that you are aware of and accept this responsibility as well as the other Instructor Candidate responsibilities as outlined by this agreement.

As an Instructor Candidate in this PADI IDC you agree to:

- 1. Complete all required pre-work and submit documentation at the First Class Session including:**
 1. PADI Dive Theory Online eLearning Record showing completion within twelve months of IDC
 2. PADI Instructor Development Course eLearning Record showing completion within twelve months of IDC
 3. RSTC Medical Statement signed by an authorized Medical Professional. Medical must be current within twelve months of IDC with ALL dates (including Medical Professional's) in proper PADI date format (dd-mm-yyyy) AND remaining valid for all dates of anticipated attendance at Instructor Exam (IE)
 4. Photocopies front and back of your initial, advanced, rescue, EFR (or equivalent), and leadership level certification documentation (minimum Divemaster or equivalent to attend IDC)
 5. Proof of EFR Primary and Secondary Care (or satisfactory equivalent) training within the past 24 months
 6. Log pages showing proof of more than 100 logged dives
 7. One paragraph summary of your diving history
- 2. Complete all required registration forms and submit documentation during the First Class Session including but not limited to (note, if document is not included in your materials, Course Director will provide):**
 1. Prior to the First Class Session send an email to the Course Director with your exact full name, Date of Birth, PADI Pro Number, Mailing and Email address
 2. Student Record Folder
 3. Instructor Certificate of Completion
 4. Instructor Examination (IE) Enrollment Form
 5. Instructor Application
 6. Emergency First Response Instructor Application
 7. Instructor Candidate Information and Training Record
 8. Supporting documentation for use during IDC
 9. Additional documentation as Course Director may require or will be provided
 10. Bring the documentation evidencing ownership of your IDC Crew-Pak for inclusion on your Instructor Application
- 3. Prior to the First Class Session, read through / complete and familiarize yourself with the following:**
 1. The *CURRENT* PADI Instructor Manual (can be downloaded from PADI website for all renewed PADI professionals)
 2. The PADI's Guide to Teaching and other materials in your IDC Crew-Pak

3. Materials in your EFR Instructor Start-up Pack including completing the four “Independent Learning Self-study Instructor Knowledge Review” (Program Standards, Human Body Systems, Medical Emergencies, Care for Children) the first three of which are found the appendix of the EFR Instructor Guide for “Primary and Secondary Care” and the last of which is found in the EFR Instructor Guide for “Care for Children”
4. **Prior to the First Class Session, watch the following:**
 1. PADI Open Water Course Video
 2. PADI Rescue Course Video
5. **Prior to First Class Session, practice (to achieve demonstration quality) the following:**
 1. Twenty-four SCUBA skills (as found in The *CURRENT* PADI Instructor Manual Divemaster Course Dive Skills Section)
 2. Rescue Exercise Six and Seven (as found in The *CURRENT* PADI Instructor Manual Rescue Course Exercises Section)
6. **Prior to the First Class Session, ensure that you have all required *CURRENT* materials including (electronic or paper as applicable):**
 1. IDC Crew-Pak ALL contents
 2. EFR Instructor Start-up Pack ALL contents
 3. *CURRENT* PADI Instructor Manual
 4. Open Water Diver Manual
 5. Advanced Open Water Manual
 6. Rescue Diver Manual
 7. Divemaster Crew-Pak ALL contents
 8. Encyclopedia of Recreational Diving
 9. RDP Table and Manual
 10. eRDP ML and Manual
 11. PADI App loaded onto your mobile device or tablet
 12. Discover Scuba Diving Cue Card
 13. Laptop computer if using electronic media
 14. Calculator
7. **Prior to the First Class Session, ensure that you have all required or recommended gear (kit) including:**
 1. Fins
 2. Boots
 3. Gloves (as applicable)
 4. Appropriate exposure protection
 5. BCD with traditional configuration
 6. Regulator set including Alternate Air Source (not exclusively on LPI)
 7. Computer / pressure gauge / depth gauge
 8. Analog compass
 9. Pocket Mask
 10. Mask
 11. Snorkel
 12. Timing device
 13. Cutting device
 14. Audible Signalling Device
 15. Visual Signalling Device (Surface Marker Buoy)
 16. Tanks and weights will be provided unless you have and want to use your own
8. **Follow all program procedures as set forth by the Course Director / IDC Staff.**
9. **Ask questions about anything not understood.**
10. **Show up for all sessions on time or early; be prepared for all teaching assignments.**
11. **Be open minded and display a professional attitude, appearance, and demeanor during the program.**
12. **Be flexible to schedule changes.**

If you arrive at class without completed assignments, or if you fail to arrive on time, it may be necessary to make up the work and continue the program at a later date. You will be responsible for any additional costs and/or inconvenience this causes. In scheduling and determining additional cost, your Course Director agrees to give every reasonable consideration to unforeseen events such as family emergencies that lead to this situation.

The Course Director and Staff agree to:

- 1. Treat you with respect.**
- 2. Start the class as scheduled.**
- 3. Provide a positive learning environment in which to master the program objectives.**
- 4. Answer your questions to the best of their ability.**
- 5. Assist you through learning challenges.**

All program objectives must be met before you are eligible to attend the PADI Instructor Examination (IE). In a situation where you are unable to meet all program requirements, additional training sessions may be needed. Logistics and costs for additional training sessions are determined on a case-by-case basis.

Instructor Candidate Signature: _____ Date _____

Course Director Signature: _____ Date _____