5. Intermediate Freediver

5.1 Introduction

This follow-up program to the PFI Freediver course continues to develop the comfort and safety skills of basic level freediving. The PFI Intermediate Freediver is the foundation program for the PFI Advanced Freediver as well as professional programs. It brings a whole knowledge approach introducing skills and techniques as well as a high-level of knowledge in physics, physiology and safety & problem management. During this program participants work in depths as deep as 40m/132ft while learning valuable warm-up skills to enhance this capacity. This program encompasses static apnea and may also introduce dynamic apnea. A PFI Intermediate Pool Only certification may be issued to those not wishing to participate in open water training.

5.2 Course Objectives

This program will also focus on a high level of safety & problem management by learning how to take care of black-outs underwater and initiating BLS recovery procedures while also developing appropriate kick cycles while also developing the sink phase part of negative buoyancy.

5.3 Program Prerequisites

1. Minimum age of 12 for Junior Intermediate Freediver or 16 years for Intermediate Freediver
2. Competent swimming skills
3. PFI Freediver or equivalent skill level

5.4 Required Student Equipment

1. Freediving quality mask, fins and snorkel
2. Freediving quality exposure protection (appropriate for local environment)
3. Freediving quality weight belt and weights (appropriate for local environment)
4. A timing device (preferred freediving computer or gauge)

5.5 Support Materials

Student materials

1. *PFI Medical Statement*
2. *PFI Liability and Assumption of Risk form*
3. *PFI Intermediate* Manual or eLearning

Instructor materials

1. *PFI Intermediate Freediver* Instructor Manual
2. *PFI Intermediate Freediver* Instructor Guide
3. *PFI Intermediate Freediver* final exam and answer sheet

5.6 Qualification of Graduates

1. Upon successful completion of this course, graduates may engage in buddy supported freediving activities appropriate for the environment without direct supervision of an instructor to depths no greater than 40 meters/ 132 ft.
2. Upon successful completion of this course, graduates are qualified to enroll in the Intermediate Freediver Coaching, Advanced Freediver, Open line Diving, Freediver Safety, and Specialty Freediver programs.
3. Divers may be certified with an Intermediate Freediver-Pool Only certification after successfully completing all knowledge Development and Confined Water training sessions. There is no open water training necessary for this level of certification and divers at this level are not certified for any open water activities.

5.7 Who May Teach

This course may be taught by any active PFI Intermediate Freediver Instructor. The PFI Intermediate Freediver Instructor may use active status PFI Assistant Intermediate Instructors to increase student ratios.

To qualify as a PFI Assistant Intermediate Freediver Instructor:

1. Active PFI Freediver Instructor
2. 21 years of age
3. Have certified at least 20 students, 10 of which must be at the Freediver level
4. Fully assist with all components of at least one Intermediate Freediver course with an Intermediate Freediver Instructor.
5. Complete demonstration quality 40m/132 CWT and FIM dives.
6. Be issued the Assistant Intermediate Freediver Instructor Rating from a qualified Intermediate Freediver Instructor.

5.8 Student to Instructor Ratio

Classroom

1. Unlimited so long as adequate facility, supplies and time are provided to ensure comprehensive and complete training.

Confined Water

1. A maximum of eight students to one PFI Intermediate Freediver Instructor (8:1). Or a maximum of twelve students to one PFI Intermediate Freediver Instructor (12:1 max) with the use of active status PFI Assistant Intermediate Freediver Instructors

Open Water

1. A maximum of six students to one PFI Intermediate Freediver Instructor (6:1). Or a maximum of ten students to one PFI Intermediate Freediver Instructor (10:1 max) with the use of active status PFI Assistant Intermediate Freediver Instructors

5.9 Depth Restrictions

Open Water

1. Maximum open water depth of 40 meters / 132 ft.

Confined Water

1. Maximum confined water depth of 10 meters / 33 ft

5.10 Recommended Course Minimums

Classroom time

1. 12.0 Hours

Confined Water time

1. 5.0 Hours

Open Water time

1. 7.5 Hours

5.11 Knowledge Development Overview

The following topics must be covered during this course by the PFI Intermediate Freediver

Instructor and/or active status PFI Assistant Intermediate Freediver Instructor as outlined in the PFI General Standards and Procedures section. Instructors may use additional texts or materials they feel help present these topics.

1. Introduction
    a. Participant and staff introductions
    b. Course overview
    c. Paperwork and prerequisites
    d. Equipment requirements check
    e. Classroom, confined and open water protocols and conduct
    f. Safety / supervision practices
2. History of Freediving
    a. Origin of freediving
        i. Roman and Greek armies
        ii. Ama Freedivers
        iii. Modern day freediving
3. Safety & Problem Management
    a. Freediving supervision
        i. Supervision
        ii. Proximity
        iii. Technique
    b. Safety for depth freediving
        i. Styles of depth freediving
        ii. Constant ballast
        iii. constant ballast no-fins
        iv. Free immersion
        v. Rule of 9's
        vi. Positioning and proximity
            1. Safety depth - meet at 1/3 Freediver's max depth
                a. Safety time - intercepts Freediver 10sec after reaching safety depth (dive time +10sec)
        vii. 2, 3 and 4 person teams

c. Safety and signals for static apnea
    i. What is static apnea
    ii. Why train in static apnea
    iii. Signals
    iv. Two strikes rule
    v. Target times
    vi. Exiting a static apnea
    vii. Responding to emergencies
d. Safety for dynamic
    i. What is dynamic apnea
    ii. Why train in dynamic apnea
    iii. Safety positioning
    iv. Responding to emergencies
e. Performance evaluations
    i. Determine next target time, depth and distance
    ii. The 10 evaluation criteria
        1. Tired/exhaustion
        2. Technique
        3. Equalizations
        4. Near-blackout/blackout
        5. Urge to breath/contractions
        6. Pressure contractions
        7. Tired legs/failure
        8. Equipment performance
        9. Chest compression/squeeze
        10. Narcosis
f. Self-bailout underwater
    i. Steps of self bailout:
        1. Terminate the Freedive
        2. Use line for assistance
        3. Signal buddy for help
        4. Release weight belt and hold in hand for future release
        5. Drop weight belt
        6. Keep eyes open
        7. Discontinue freediving day with any signs of hypoxia
        8. Moderate freediving time, depth, distance, exertion

g. Assisted bailout underwater
    i. Bailout signal
        1. Hand signal and/or head signal
        2. Started before reaching safety at depth
    ii. Line signals
        1. Safety lightly holds line and feels for pulls
    iii. Provide support and propulsion
    iv. Under arm, waist or hands
    v. Utilize ascent line for propulsion assistance if possible
    vi. Monitor airway for LMC/BO
    vii. Ditch weight belt if required
h. Protective breathing reflexes
    i. Cessation of breathing
    ii. Restart breathing response with blow tap talk
    iii. Laryngospasms
i. Freediver rescue breathing (FRB)
    i. Create airway by 'dosey doe' position and head tilt
    ii. Remove mask
    iii. Three blow-tap-talks (BTT)
    iv. Call for assistance
    v. Rescue breaths
j. Near-blackouts (LMC)
    i. Near Blackout/LMC/Samba
    ii. Signs and Symptoms of near blackout / LMC
    iii. Assisting an LMC underwater
    iv. Assisting an LMC at the surface
k. Blackouts (BO)
    i. Depth vs. Apnea Hypoxia
    ii. Signs and symptoms of Blackouts / BO
    iii. Assisting Blackouts at the surface
    iv. Assisting blackouts underwater
l. Buddy separation
    i. Surface
    ii. Underwater
        1. Search patterns
            a. U patterns
            b. Expanding square

4. Equipment for Intermediate Freediving
    a. Masks
        i. Types
        ii. Features and materials
        iii. Proper maintenance
    b. Fins
        i. Mono-fins vs long fins
        ii. Benefits of long blade fins
        iii. Blade materials
        iv. Full foot vs. open heel foot pockets
        v. How to properly fit a fin
        vi. Proper maintenance
    c. Snorkels
        i. Features of a good freediving snorkel
        ii. Placement of snorkel on mask strap
        iii. Use
        iv. Proper maintenance
    d. Exposure protection
        i. Wetsuits
            1. Types
            2. Features and materials
        ii. Hoods
            1. Types
            2. Features and materials
        iii. Gloves
            1. Types
            2. Features and materials
        iv. Socks
            1. Types
            2. Features and materials
    e. Freediving computers
        i. Freediving computer vs timers
            1. Types
            2. Features
            3. Care and maintenance

   f. Weight systems
      i. Types of weight systems
      ii. Rubber vs. nylon belts
      iii. Weights
      iv. Proper placement of belt
      v. Buckles
      vi. Accessories and maintenance
   g. Lines, flags and floats
      i. "Diver Below Flag"
      ii. Alpha Flag
      iii. Floats
   h. Accessory freediving equipment
      i. Nose clips & fluid goggles
      ii. Gear bags
      iii. Freediving knives
      iv. Lights and markers
      v. Goodie bags and stringers
5. In-Water Environment
   a. Local aquatic animal and plant life
   b. Hazardous animals and plants
   c. Animals/plants of interest
   d. Local environmental conditions
      i. Fresh vs salt
      ii. Temperature and thermoclines
      iii. Visibility
      iv. Wind, waves and currents
      v. How to asses and plan accordingly
      vi. Sea sickness medications
   e. Local freediving procedures
   f. Entry/exit procedures
6. Freediving Breathing Techniques
   a. Respiratory muscles / breathing segments
      i. Diaphragm
      ii. Intercostal
      iii. Scalene/subclavian
      iv. Neck
   b. Breathing techniques
      i. Normal ventilations
      ii. Ventilations
      iii. Purging
      iv. Peak Inhalation

c. Specialty breathing techniques
    i. Packing
    ii. Reverse packing
d. Recovery breathing
    i. Hook breaths
    ii. Cleanse breaths
    iii. Pool - static/dynamic recovery breaths
    iv. Ocean – depth/constant ballast/free immersion recovery breaths
    v. Safety Procedures
e. Breathing exercises
    i. Segmented breathing
    ii. Negative diaphragm
    iii. Packing stretches
    iv. Reverse packing

7. Equalization Techniques – body
    a. Equalizing ears, sinuses and mask
    b. Methods of equalizing
        i. Frequency
    c. Equalizing Issues
    d. Masks
8. Physics of Freediving
    a. Depth and pressure
        i. Biggest change on our physiology
        ii. Weight 100km / 62miles of atmosphere = 14.7psi/1 bar/ 1ata at sea level
        iii. Every 10m/33ft of sea water is the equivalent of 1ata
    b. Pressure and volume
        i. Boyles Law
        ii. 5 airspaces affected by Boyle's law
            1. Lungs, ears, sinuses, mask, wetsuit
            2. Lung compression vs importance of small mask volumes
            3. Not losing air during descents due to equalizing
            4. Re-inhale mask air volume during ascent
    c. Partial pressures
        i. Daltons law of pressures
        ii. Effects of varying partial pressures of O2 during a Freedive

   d. Buoyancy principles
      i. Archimedes' principle
      ii. Three states of buoyancy
      iii. Effects of buoyancy
      iv. Descents and ascent techniques
   e. Streamlining and hydrodynamics
      i. Density of water versus air
      ii. Drag and hydrodynamics
9. Physiology of Freediving
   a. Nervous system
      i. Central nervous system
         1. Peripheral nervous system
         2. Sympathetic/Parasympathetic nervous system
   b. Circulatory system
      i. Purpose
      ii. Functions
      iii. Differences between sexes
      iv. Relation to freediving
   c. Respiratory system
      i. Purpose
      ii. Functions
      iii. Differences between sexes
      iv. Relation to freediving
   d. Lung volumes and freediving
      i. Pulmonary function test
      ii. Main lung volume measurements:
         1. Inspiratory volume (IV)
         2. Expiratory volume (EV)
         3. Vital capacity (VC)
         4. Functional residual capacity (FRC = EV + RV)
         5. Packing volume (PV)
   e. What makes us breathe
      i. Reflex respiratory center (RRC)
      ii. Chemoreceptors
      iii. Stretch receptors

f. Types of blackout
    i. 3 freediving blackouts
        1. Static blackout
        2. Ascent blackout
    ii. Whiteout
    iii. Excessive hyperventilation
    iv. Excessive lung expansion
    v. CO2/N2 blackouts
    vi. Barotrauma blackouts
g. Aquatic adaptations
    i. Mammalian diving reflex
    ii. Four main adaptations:
    iii. Blood shunting or blood prioritization
        1. Effects of immersion
h. Pressure and body airspaces
    i. Airspaces in the body
        1. Elastic
        2. Rigid
        3. Semi-rigid
    ii. Intestinal squeeze
i. Barotraumas – pressure related injuries
    i. Middle ear
    ii. Barotitis media
        1. Alternobaric vertigo
    iii. Transient vertigo
    iv. Mask squeeze
j. Physiological stresses and dangers
    i. Hypoxia
    ii. Hypercapnia
    iii. Hypocapnia
    iv. Decompression sickness

10. Psychology of Freediving
    a. Anxiety Stimulus
        i. Physiology of stress
        ii. Causes
            1. Physical Stress
            2. Physiological Stress
            3. Psychological Stress

iii. Stress Reduction
    1. Stop – Think – Act
    2. Employ Psychological techniques
iv. Self-talk
v. Step by step
vi. Compensatory changes
vii. Visualization

11. Training Programs for Freediving
    a. In-Water Training Exercises
        i. Confined Water Skills & Techniques
        ii. Open Water Skills & Techniques
        iii. Communications

5.12 Confined Water

The following confined water skills are to be briefed, demonstrated, evaluated, practiced and debriefed by the PFI Intermediate Freediver Instructor and/or certified active PFI Assistant Intermediate Freediver Instructor as outlined in the PFI General Standards and Procedures section.

- During all skills students will act in a buddy team: surface safety and breath holder.

To be certified as a PFI Intermediate Freediver a student must demonstrate the following skills to the satisfaction of the PFI Instructor as follows:

1. Watermanship and Stamina (May be completed in open water. If done in open water, must be completed prior to any other open water skills)
    a. Distance swim of 200 metres non-stop using any stroke without the use of swimming aids (mask or swim goggles may be used), **or** 300 metres nonstop using mask, snorkel, and fins
    b. Tread water for 10 minutes without floatation

Note: If an exposure suit is worn for any of the above skills, the wearer must be neutrally buoyant at the surface.

2. Snorkel Breathing
    a. Swim continuously at the surface without a mask for a minimum of 25m/82ft without removing face from the water while breathing continuously through the snorkel

3. Open Water Freedive Simulation
    a. Breathe up
    b. Remove snorkel
    c. Descent with proper head position
    d. Appropriate kick cycles to simulate freediving to 20 metres / 66 feet plus 10 seconds relaxed kicking against the bottom
    e. Ascent with proper head position
    f. Drop arms at 10m (simulated depth) and shallower
4. Static and Dynamic Apnea
    a. Static apnea
        i. As a breath-holder student must complete a minimum of 4 consecutive static breath-holds
            1. 1st session vent – hold – purge ratios:
                a. 2min – 1min – no purging
                b. 3min – 2min – purges start at approximately 0:30
                c. 4min – 3min – purges start at approximately 0:45
                d. d. 5min – 4min – purges start at approximately 1:00
            2. 2nd optional static session vent – hold – purge ratios:
                a. 3min – 2min – no purging
                b. 4min – 3min – purges start at approximately 0:30
                c. 5min – 4min or unlimited – purges start approximately between 1:15
        ii. Complete a minimum 3:00 static apnea without any hypoxic signs or symptoms
        iii. As a safety, student must complete:
            1. Buddy supervision
            2. Monitor timing
            3. Perform safety signals
            4. Recovery breathing and support assistance
5. Dynamic apnea (optional)
    a. As a breath-holder student must complete a minimum of 3 dynamic performances
        i. Vent – distance ratio:
            1. 1min – 25m
            2. 2min – 25m + turn
            3. 2min – 50m
    b. Streamlining and kicks appropriate for dynamic
    c. Complete a minimum 50m dynamic apnea without any hypoxic symptoms

   d. As a safety student must complete:
      i. Surface safety with floatation
      ii. Recovery breathing and surface support assistance
6. Negative Pressure Dives
   a. Students work as Buddy A and Buddy B; switching back and forth after each dive
   b. Students must complete a maximum of 6 negative pressure dives
      i. 1 – 2; first level exhalation; mouth fill and Frenzel mouth fill out of mask through nose
      ii. 3 – 4; second level exhalation; focus on head position, practice mouth fills on bottom
      iii. 5 – 6; third level exhalation with mouth fill; focus on head position, relaxation and air management
   c. Complete at minimum, first level exhalation with proper equalization at minimum depth of 3m/10ft, or second level exhalation with proper equalization for pools shallower than 3m/10ft
   d. Complete all dives as follows:
      i. Employ surface pre-equalizations; ½ way down and once on bottom
      ii. Hand over head for protection holding mask in place
      iii. Head down vertical position during sink and while on bottom (exception dive #6 where students may take heart rate relaxed on bottom)
      iv. Preform recovery breathing
   e. As Safety provide supervision and assistance with recovery breathing.

5.13 Open Water

The following open water skills are to be briefed, may be demonstrated if a newly introduced skill, evaluated, practiced and debriefed by the PFI Intermediate Freediver Instructor and/or certified active PFI Assistant Intermediate Freediver Instructor as outlined in the General Standards and Procedures section.

- During all skills students will act in a buddy team: surface safety and breath holder.

To be certified as a PFI Intermediate Freediver a student must demonstrate the following skills to the satisfaction of the PFI Instructor as follows:

1. Open Water Training Sessions
    a. A minimum of two (2) separate ocean sessions must be completed with three (3) recommended
2. Weighting and Buoyancy
    a. Establish positive buoyancy at approximately 5m/16ft after a 1st level exhalation without sculling, finning, treading, or pushing off plate.
    b. Establish neutral buoyancy at approximately 10m/33ft without sculling, finning, treading, or pushing off plate.
3. Fin Use
    a. Demonstrate proper kick cycles determinations to landmark depths:
        i. Landmark 10m/33ft kick cycles count
        ii. Landmark 15m/50ft kick cycles count
        iii. Landmark 20m/66ft kick cycles count
        iv. Landmark 25m/82ft kick cycles count
4. Free Immersion Warm-up Dives
    a. Eight free immersion warm-up dives
    b. Complete a minimum of eight (8) free immersion style freedives as a warm-up
    c. Must reach a minimum of 25m / 82ft without any hypoxic symptoms or barotraumas
    d. Employing the following proper techniques described below:
        i. Breathe up properly.
        ii. Remove snorkel
        iii. Descend using double or single leg descents.
        iv. Ensure proper head position.
    e. Facial immersion for 5min may be introduced on open water session 2
    f. A negative pressure dive with 1st level exhalation to a max 10m/33ft with 'touch 'n go' may be introduced as last warm-up procedure on open water session 2
5. Constant Ballast Target Dives
    a. Complete a minimum of eight (8) constant ballast style freedives
    b. Reach a minimum depth of 25m / 82ft without hypoxic symptoms or barotraumas

c. Employ the following proper techniques described below:
    i. Surface breathing and preparation
    ii. Remove snorkel
    iii. Single leg raised descent
    iv. Proper head position
    v. Proper kick cycles to 20 metres / 66 feet
d. Pause kicking and sink to target depth with intermittent maintenance kicks to keep descent rate.

6. Emergency Rescue & Problem Management
    a. Assist with a simulated surface LMC as a safety for a simulated 25m dive
        i. Meet freediver at proper safety depth of 10m.
        ii. Signal and respond to freediver's signs and issues.
        iii. Physically support the freediver.
        iv. Keep one hand on the chest above the waterline but below the chin.
        v. Speak calmly to encourage the freediver to breathe.
    b. Respond to a simulated blackout at the surface for a simulated 30m dive.
        i. Meet freediver at proper safety depth of 10m
        ii. Signal and respond to freediver's signs and issues
        iii. Protect the freediver's airway with a "head sandwich"
        iv. Place the freediver on their back into a "dosey-doe"
        v. Remove mask
        vi. Blow, Tap, Talk 3 times.
    c. Assist with a simulated underwater blackout for a simulated 40m dive
        i. Meet freediver at proper safety depth of 15m.
        ii. Signal and respond to freediver's signs and issues.
        iii. When freediver blacks out, protect airway with a "head sandwich"
        iv. Swim freediver to the surface and place on back and into "dosey-doe" position
        v. Remove mask and perform Blow, Tap, Talk 3 times
        vi. Perform 2 simulated rescue breaths and call for assistance
        vii. Begin to evacuate while performing simulated rescue breaths once every 5 seconds.

5.14 Graduation Requirements

In order to successfully complete the course students must:

1. Successfully complete all the knowledge development, confined water, and open water training sessions. Open water training is not necessary for Pool Only certification.
2. Demonstrate mature and sound judgment concerning planning and execution.
3. Achieve a passing score of 80% on the final exam and show 100% knowledge comprehension
4. Complete the following skills
    a. Equipment
        i. Prepare equipment with minimal assistance
        ii. Buddy check all equipment
    b. Entry and exit
        i. Enter water with techniques appropriate for the environment
        ii. Signal buddy/shore/boat
        iii. Exit water with techniques appropriate for the environment
    c. Proper weighting and buoyancy
        i. Test for approximate neutral buoyancy at surface by floating upright at collar bone without sculling, finning, or treading.
        ii. After buoyancy has been established – either collarbone for pool only, or 10m/33 ft during open water for Intermediate Freediver, perform a first level exhalation at the surface - If the student sinks – they are over weighted
    d. Snorkel Use
        i. Successfully clear and blast the snorkel without removing the head from the water
    e. Proper fin use
        i. Flutter kick at the surface
        ii. Maintain a stationary position with sculling
    f. Descent and Ascent Procedures
        i. Surface breathing and preparation
        ii. Remove snorkel prior to entry
        iii. Demonstrate a double leg raised entry or a single leg raised entry in the order of:
            1. Bend
            2. Leg(s)
            3. Pull
            4. Kick

iv. Demonstrate proper ascent procedures
    1. Head in neutral position
    2. Recapturing expanding air in the mask if possible
    3. Exhale at approximately 2m/7 feet
    4. Proper recovery breathing
v. During descents and ascents – student head position must remain neutral

g. Self-emergency Ascent Procedures
    i. Flooded mask ascent
        1. Fully flood at depth
            a. Pool only – deep end of pool
            b. Intermediate Freediver – at 10m/33ft
        2. Remain at depth for approximately 10 seconds before ascending
        3. Ascent and recovery breathe in a controlled manner
    ii. Remove weight belt and ascend
        1. Remove weight belt at depth
            a. Pool only – deep end of pool
            b. Intermediate Freediver – minimum 10m/33ft
        2. Ascend holding belt low at their side with buckle end down
        3. Perform proper recovery breathing
        4. Replace weight belt at the surface with right hand release

h. Recovery Breathing
    i. Proper exhalation from 2m/6ft
    ii. Position both hands on float/side of pool
    iii. Show proper 3 hook and 3 cleansing breaths on upper half of lung volume
    iv. Hook breaths are held for a full 3 seconds

i. Safety & Problem Management
    i. Assist with recovery breathing as a safety
        1. Be 2 meters/7 feet to 3 meters/10 feet to the side of the freediver
        2. Use audio coaching when necessary
        3. Remain attentive and vigilant for a minimum of 30 seconds after the freediver has surfaced
    ii. Respond to a simulated surface LMC as a Safety
        1. Physically support the freediver
        2. Keep one hand parallel to the water, above the water, but below the chin
        3. Speak calmly to encourage the freediver to breathe
        4. Maintain control until the freediver regains control

iii. Respond to a simulated blackout at the surface
    1. Place the freediver on their back with the airway protected using a "head sandwich"
    2. Securely support the freediver's head with a "dosey-doe"
    3. Blow, tap, talk 3 times
    4. Maintain control until the freediver regains control
iv. Assist with a simulated underwater blackout
    1. Recognize signal for assistance
    2. Physically support the freediver
    3. Ensure proper hand placement
    4. Recognize blackout before the surface
    5. Protect the airway with a "head sandwich"
    6. Perform surface blackout procedures through 2 rescue breaths once the student has ascended with the blacked out freediver
v. Lost Freediver – completed no deeper than 10m/33ft
    1. Surface swim minimum 25m/82ft looking for "lost" freediver
    2. Locate freediver, catch breath, breathe up
    3. Make proper entry and simulate 25m/82ft dive
    4. "Victim" descends after rescuer has been under water for approximately 20 seconds and will lay on the bottom next to the "rescuer"
    5. After completion of 25m/82ft descent simulation, rescuer secures victim's airway with a "head sandwich"
    6. Ascend to the surface and place victim into "dosey-doe" and perform surface blackout rescue procedures
    7. Call for assistance and evacuate the victim 50m/165ft while simulating rescue breaths every 5 seconds

Instructors must:

1. Submit certifications to PFI Headquarters within 7 days of course completion date for processing.