



PERFORMANCE
FREEDIVING
INTERNATIONAL

performance freediving international

- standards and procedures

Standards and Procedures associated with
Performance Freediving International Courses



PERFORMANCE
FREEDIVING
INTERNATIONAL

Performance Freediving International Standards and Procedures Manual

PERFORMANCE FREEDIVING INTERNATIONAL

tdisdi.com/pfi

Performance Freediving International Standards and Procedures Manual:

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part 1

introduction

Introduction

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Revision History		
Revision Number	Date	Changes
0719	07/01/2019	Initial Standards
0120	01/01/2020	3.1.2 Defined the valid term for a physician signed medical 10. Re-titled to "PFI Code of Ethics and Conduct", bulleted list added 13. Replaced "must" with "should" 13.12 "Note" Expanded upon
0720	07/24/2020	Changes affecting PFI standards for mid second quarter 2020 include reducing and correcting student to instructor ratios with Assistant Instructors, allowing the use of manikins to perform safety skills, increase the distance a safety buddy may be from the diver, change the method of coaching recovery breathing, established most skills as graduation requirements, corrected minor formatting errors and typographical mistakes.
0121	01/01/2021	Corrected minor typographical errors 6.1 Additional options added for the instructor
0221	02/01/2021	No changes
0122	01/01/2022	2. Clarified that all PFI instructors must possess required materials for courses 3.2 Corrected the name of the PFI General Liability form to "PFI General Liability and Express Assumption of Risk" form 4.2 Paragraph 2 changed, paragraph 4 removed.



1. Instructor Package

This package contains all pertinent information necessary to do business as a PFI Instructor. All of the information enclosed is also available online at www.tdisdi.com/pfi in the members' area.

Please retain this package as a handy reference guide. Forms may be copied as needed to process orders, register students, etc. We recommend that you keep the originals intact and use them as master copies when you need them.

World Headquarters:

Performance Freediving International

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Fax: 877-436-7096

E-mail: worldhq@tdisdi.com

Web site: tdisdi.com/pfi

Orders or registrations can be faxed 24 hours a day.

Our staff of dive professionals will be happy to handle your business needs, questions, or concerns. We appreciate your business and look forward to giving you the best service we possibly can!

2. How to use this Guide

The *PFI Training Standards and Procedures*, PFI Instructor Manuals, and all other PFI printed materials form the basis of the PFI Teaching System and are to be used for all PFI courses. PFI professionals must possess required materials for any course they conduct or take. Whenever there is a disparity between any of these materials, the *PFI Standards and Procedures* take precedence. *If in doubt, contact PFI Headquarters for guidance or interpretation.*

3. Administrative Procedures

3.1 Certifications

All PFI Instructors are required to process PFI certifications for all students provided they successfully complete all performance requirements, as stated in the PFI course standards, and provided course fees have been paid or payment terms agreed upon by both parties.

Upon successful completion of a course, the PFI Instructor must register the student within 7 days.

3.2 Waivers & Documentation

The following documents must be reviewed and signed:

1. Each student is to read and sign a Medical History Form prior to any water training. If the Medical History Form or the appearance / behavior of the student indicates any condition contrary to safe participation in diving activities, the student is required to obtain written medical approval signed by a licensed physician based on a Diving Medical Examination prior to any in-water training. Physicians cannot sign medicals for a family member who is taking a PFI program. The Medical History Form of a minor is to be reviewed and signed by a parent or guardian prior to any in-water training. A physician-signed medical is valid for up to 12 months with no change in medical condition unless a longer valid term is indicated on a specific medical form.
2. Each student is to read and sign a *PFI General Liability and Express Assumption of Risk* form at the beginning of training, prior to any in-water training. The forms of minors are to be reviewed and signed by a parent or guardian in accordance with local and regional laws and regulations.

PFI Instructors must retain records used for monitoring and evaluating each student's progress, skills, and knowledge along with all legal documents for seven (7) years unless their local laws state a longer period.

4. Instructors & Certified Assistant Qualifications

All PFI Freediver Supervisors, Assistant Instructors, Instructors and Instructor Trainers will herein be referred to as “PFI Professional Members,” unless otherwise specified. “PFI Instructor” or “PFI Assistant Instructor” refers to all levels including Freediver, Intermediate Freediver, Advanced Freediver and Instructor Trainer.

All PFI Professional Members must carry liability insurance where required by local/regional laws.

4.1 Active Status

To be considered as an Active Status Professional Member one must maintain current membership status with PFI, pay annual membership renewal fees, have active, fully paid insurance as approved by Performance Freediving International, and not be the subject of any pending quality assurance investigation that has resulted in temporary or permanent suspension from PFI.

4.2 Control

An active PFI Instructor, appropriate to the course level being taught, is to be present and in control of all PFI training activities. Where required, PFI Instructors must use PFI Assistant Instructors, with certification appropriate to the course level being taught, to assist in PFI training. *PFI Instructors are encouraged to use PFI certified Assistant Instructors to assist them in PFI training whenever possible.* A PFI Assistant Instructor cannot teach independently.

Any PFI Assistant Instructor of any level may teach in confined and open water while under the indirect supervision of an instructor at that level. The Assistant Instructor may not conduct any in-water training without the instructor of that level present so that the Instructor could immediately intervene if required.

The maximum allowed Student-to-Instructor ratio for Open Water and Confined Water training (‘in-water’) is provided in each course Standard. *The Student-to-Instructor ratio for classroom activities is set by the individual PFI Instructor, is based on the ability of the PFI Instructor to deal effectively with student needs and existing conditions, while providing enough space for each student. Whenever possible, additional instructors or assistant*

instructors should be used during training. Confined water and open water Student-to-Instructor ratios may need to be lowered to provide adequate physical distancing between individuals. If open water diving conditions dictate decreasing the Student-to-PFI-Instructor ratio below the maximum allowed, then certified PFI Instructors and / or Assistant Instructors can be used to decrease the ratios, as long as the individual Standards for the courses are not exceeded.

5. Confined Water Training

5.1 Definition of Confined Water

Confined Water is any mass of water that includes, but is not limited to, swimming pools, quarries, beaches, etc. Confined water sites should represent pool like conditions in regard to calmness, clarity, warmth and safety. Any confined water site that is not a pool must be approved by the PFI training department.

5.2 Demonstration and Evaluation Requirements

Only when the student shows the understanding, demonstration and consistent employment of the skill to the satisfaction of the PFI Instructors throughout and by the completion of the course, will the PFI Instructors consider this skill successfully completed as a requirement towards final certification.

5.3 Confined Water Training Etiquette

During all skills, regardless of type of skill, a buddy A and buddy B pair (performer and surface safety) with direct supervision and recovery breathing procedures should be practiced where applicable to reinforce proper safety and to program proper recovery breathing. Also, where applicable, students should treat the confined water as an 'ocean environment' and employ all protocols consistent with ocean freediving such as having all equipment in place including mask and snorkel and to not unnecessarily use the sides of the pool for support.

6. Open Water Training

6.1 Definition of Open Water

Open Water is any mass of water other than a swimming pool. Open Water dive sites are to be realistic of local diving and environmental conditions.

The minimum hours of Open Water training dives per course is listed in the individual course Standards. A maximum of 2 sessions totaling 6 hours of Open Water training (not including intersession breaks), in a single training day can be completed. This includes entering and exiting the water, equipment preparation and disassembly, pre-dive and post-dive briefings.

A PFI Professional must maintain a continuous unobstructed view or tactile contact within 5m/16ft of the student's airway to their maximum depth on each training dive with the reasonable ability to intervene. A lanyard system may be employed to maintain constant visual or tactile contact throughout all in-water-training sessions, with the instructor maintaining 5m/16ft distance. All freedives deeper than 40m/132' must, at a minimum, utilize a freediver retrieval system with lanyard, during which, the instructor is required stay within 5m/16ft of the student to 40m/132ft and where students are deeper than 40m/132ft the instructor and assistants must maintain a timing supervision and be able to activate the freediver retrieval system within an appropriate amount of time.

During Intermediate Freediver level courses the instructor has the option to follow the students, stopping at a depth of 25m/82ft, staying within 5m/16ft of the student from the beginning of the students freedive to at least 25m/82ft, while the student utilize a lanyard and FRS to achieve additional practice to depths up to 40m/132ft, so long as the following have been met:

1. All depth skill requirements have been met
2. Students have demonstrated consistent employment of proper techniques, including bottom turns with lanyards, head position, etc.
3. Appropriate surface assistance is available to respond to the Instructors signals and activate the FRS. Either through PFI Professionals or students that have received adequate instruction of how to operate the FRS.
4. Students have demonstrated consistent correct use of the lanyard at shallower depths, including successful practice of entanglement procedures.

A freediver retrieval system is design to bring a freediver to the surface in an emergency situation. A freediver retrieval system must have the following properties:

- A bottom plate with weight.
- A counterbalance with equal amounts of weight or additional drop weights.
- A means to set and lock a depth.
- A means to quickly release counterweights to initiate retrieval and bring the diver up faster than 1m(3ft) per second.
- Any powered systems - electronic, hydraulic, or otherwise, must have a manual backup.

PFI Professionals have an obligation to cancel or reschedule in-water training dives when environmental conditions or a student's/participant's physical or mental condition or equipment difficulties make it advisable. *This is a value judgment that is made by the PFI Professional at the time and at the place of the Open Water training dive. If the student does not successfully complete a dive, the student may take that dive later in the same day (provided they do not exceed the total amount of training hours in a training day) or on another day when the situation has been rectified.*

An ascent/support line in addition to the dive site marker/flag and surface float must be used during all skill based freedives, for tours only, a dive site marker/flag and surface float is required. If dives are being conducted from a boat, the dive flag can remain on the boat, and divers must remain within a proximity to the boat or flag and float as dictated by local laws. If dives are conducted from shore, the dive flag must be carried by the PFI Professional, or be permanently installed at the dive site, and divers must remain within a proximity to the flag as dictated by local laws.

6.2 Open Water Training Etiquette

During all skills, regardless of type of skill, a buddy A and buddy B pair (performer and surface safety) with direct supervision and recovery breathing procedures should be practiced where applicable to reinforce proper safety and to program proper recovery breathing. Also, where applicable, students should employ all protocols consistent with open water freediving such as having all equipment in place including mask on face, snorkel in mouth and to be in a constant state of vigilance and breathing up.

7. Junior Certifications

A Junior level of certification must be applied to any student under the age of 16 that completes the full requirements of a given course level. Certified Junior Freedivers must freedive with a certified parent or authorized guardian. Once Junior Freedivers reach the age of 16 they may apply for the full adult level certification of the given level in which they were certified.

8. Coaching Sessions

Coaching sessions may be run by a PFI Instructor for any certified Freediver (or equivalent) to work on their skills within their certification level or for the instructor to work with uncertified students to improve their skill performance to a level that is required to complete their certification. Standards for coaching sessions are the same as the certification level of the student going through the coaching session. In order to participate in coaching sessions students must have gone through a full course, completed all classroom, pool sessions and applicable exams at a minimum. Coaching sessions may not be used to upgrade or introduce skills from higher level courses.

9. Loss of Motor Control & Blackouts

At any time during in-water training if a blackout should occur, that student will discontinue freediving for that day. Students that have experienced a blackout may stay at the surface to observe freediving activities but must not partake in breath-hold activities. Any time a student's breathing recovery needs to be assisted by emergency rescue the student should be seen by a medical professional or emergency medical services.

If a near-blackout should occur, a student may continue to do skill-based and warm-up dives, but not target dives, under the close, direct supervision of the instructor. However, the instructor must reinforce to the student and class that this exception is in class, under direct supervision of an instructor and is not acceptable for recreational diving.

Near-blackout or Loss of Motor Control (LMC), also commonly referred to as ‘Samba’, is defined as: a state of hypoxia that does not result in the loss of consciousness. Signs and symptoms of near-blackout, hypoxia may include but not be limited to the following:

- Loss of ability to concentrate and think clearly
- Loss of motor control of muscles and ability to perform delicate tasks
- Breathing instability
- Confusion and emotional instability
- Loss of ability to make judgments
- Drowsiness and weakness
- Euphoria
- Visual Disturbances
- Cyanosis

A Blackout is defined as a state of hypoxia that results in the complete loss of consciousness and/or muscle control with the inability to maintain one’s own airway out of the water and danger.

Recovery from a blackout can be categorized in two ways

1. Self-regained consciousness, with the diver being able to regain consciousness and normal functions without Basic Life Support “BLS”
2. Assisted consciousness, where the freediver requires BLS

Each PFI Instructor conducting in-water training must have a written emergency plan for diving accidents. Emergency equipment that must be available in the vicinity of the dive site includes a first aid kit, oxygen unit and communications equipment. *The emergency equipment may be provided by the PFI Instructor or Facility, a local public safety agency, or by other means and must be available within 5 minutes of Emergency Medical Service activation.*

10. PFI Code of Ethics and Conduct

PFI Professionals are NOT to force students to do skills during in-water dives. If a student verbally or by behavior indicates a desire NOT to do a skill, then the PFI Professional is NOT to force the student.

When students have reached the level of training they need to deal with underwater problems, realistic problems are to be presented. Students are then to solve these problems as they would in real life diving situations. PFI Professionals are NOT to harass students at any time.

PFI Professionals are to inform students that, if they become excessively cold or tired, are under undue stress, injured, not feeling well, or have recently been sick, they are not to dive, or should discontinue diving for the day, as appropriate.

- Recreational freediving is recognized as carrying a degree of risk and responsibility not normally associated with other recreational sports.
- We believe an individual should not be qualified as a PFI Freediver unless those empowered to qualify the person would allow them to buddy or teach their loved ones recreational diving.
- The PFI Professional always maintains their personal, physical, and mental fitness as they relate to diving.
- The PFI Professional always maintains their equipment and never begins a dive with defective equipment.
- The PFI Professional strives to maintain an attitude of professionalism and objectivity and supports the concept of safety in recreational freediving.
- The PFI Professional will not encourage or recruit other individuals to freedive recreationally if unqualified.
- The PFI Professional will make every effort to pass on their knowledge to novice recreational freedivers and the diving community if requested to do so, whether through formal instruction, answering questions or via appropriate publication in books, journals, and magazines.
- The PFI Professional always strives to encourage and practice an awareness of conservation of the underwater environment.
- The PFI Professional, by virtue of their voluntary membership in PFI, recognizes a responsibility and obligation to promote PFI and support the official decisions adopted by PFI. In fulfilling this obligation to the organization, the PFI Freedivers and Instructors shall:
 - Publicly support PFI as an organization
 - Make every effort to bring about necessary changes in a professional manner by direct contact with those fellow PFI Members and Freedivers who are in positions of authority and responsibility.
 - Every PFI Member has an obligation to report violations of PFI Standards and of the Code of Ethics.
 - Every PFI Member should strive to set an example of professional behavior and ethical conduct in all activities including public speaking, articles and books, and various forms of internet style discourse.
 - Unwarranted critical comment and deliberate inflammatory statements of diving peers is inappropriate and undesirable.

11. Equipment Requirements

During all in-water training each student is to be equipped with equipment as stated in the individual course standards.

During all Open Water training, each PFI Professional is to be equipped with all student equipment plus a depth gauge, a separate timing device, an emergency visual and audible signaling device, a knife/line cutter, and oxygen unit.

In lieu of performing surface rescue scenarios on a person (student or instructor), a manikin may be used, provided it simulates a freediver in size, shape, buoyancy and movement characteristics. The manikin may be a purchased manikin, or one made by the instructor provided it fits the above requirements.

12. In the event of an accident

If an accident were to occur, your primary concern is to care for the victim. Additional concerns include:

- Secure the victim's equipment - in a serious accident, local authorities may take custody of the equipment.
- Gather all relevant information, using the *PFI Accident/ Incident Report* form.
- Be sympathetic to victim's family and friends.
- Do not speculate about the facts of the incident.
- Make no comments regarding anyone's potential liability.
- Take photographs of everything .

As soon as possible, email or fax the completed accident/incident report to PFI Headquarters or your local regional office. Include a copy of any applicable liability release. If the accident occurred during training, also include copies of the medical statement and all student training records. Every accident should be reported (even relatively minor ones). If your insurance company requires certain reporting procedures, those should be followed as well. If the incident occurred during a training program conducted through another agency, the instructor should follow the procedures of that agency. Whenever possible, submit the same report to all parties (avoid multiple versions of the report). Cooperate with any subsequent official investigation. This may be conducted by PFI, local authorities, and other training agencies. Refrain from making statements to the news media or to anyone else. Prudent dive professionals will have

established emergency procedures and have established emergency plans for all training locations used. Staying current with CPR and first aid certifications demonstrates prudence. Verify that you have proper contact information for emergency services for each location. Be ready to control the scene, assign tasks, and evaluate the equipment used and surroundings. Take copious notes, establish a timeline for the report, and photograph equipment and the surrounding area. Interview witnesses and get observations from numerous witnesses if possible, to help with the report. Be sure to complete the accident report in a timely manner, submit it to the proper entities or individuals, and do not share with third parties.

13. General

1. Instructors and Instructor Trainers must comply with the ‘Two Year Renewal/Refresher Policy’ detailed in these General Standards.
2. Members must ensure they are in renewed, active teaching status and that they hold the appropriate instructor level prior to teaching any PFI course.
3. All courses must be completed within 12 months unless otherwise stated.
4. Recommendation for all PFI courses- Any student should demonstrate skills required in previous courses to the new instructor

13.1 Regional Office Affiliation Procedures

1. Members are required to be affiliated with the Regional Office (RO) that is managing their country of residence with the following guidelines:
 - a. Member resides in the region for a period of 4 months or longer.
 - b. If member travels to a different region to teach, they are not considered a part of that Regional Office unless they are spending more than 4 months in the location continuously.
2. All new members are required to be registered and affiliated with Regional Office of their country of residence.
 - a. Instructor Trainers must submit leadership application paperwork to the appropriate regional office.
 - b. Instructor Trainers who are unsure of the region to register a new dive professional should contact PFI World Headquarters for directions.

3. Members must have an address in their user profile that coincides with the region they are affiliating with.
4. It is strongly recommended that any member that is traveling outside their region they are affiliated with to conduct courses, contact the Regional Office in the area they are teaching in to become familiar with local law, rules and regulations should they apply and as a courtesy to the local Regional Office.

13.2 Active Teaching Status

An Instructor given the designation of Active Teaching Status must agree to the following criteria:

1. Annual dues must be paid in full.
2. All account balances from previous year must be paid in full.
3. Submit proof of current liability insurance in accordance with applicable local regulations.
4. Having taught or assisted in at least one PFI course. All instructors must hold Active Teaching Status to be authorized to teach PFI courses and to certify PFI divers.
5. Ability to perform all the leadership skills.

13.3 Probation Status

An Instructor may be placed on Probation Status for any of the following reasons:

1. Account balance is 90 days or more.
2. Failed to meet the contractual obligations of Active Teaching Status.
3. Violated teaching standards.

An instructor placed on Probation Status is authorized to teach PFI courses and to certify PFI divers. Further standards violations can result in an instructor being moved from Probation Status to Suspended or even Expelled Status.

13.4 Non-Teaching Status

An instructor can be placed on Non-Teaching Status for any of the following reasons:

1. Account balance is 90 days or more.
2. Temporarily placed on suspension.
3. Failed to meet the contractual obligations of Active Teaching Status.

Instructors placed on Non-Teaching Status are not authorized to teach PFI courses or certify PFI divers.

13.5 Suspended Status

An instructor can be placed on Suspended Status for any of the following reasons:

1. Account balance is 120 days or more with no attempt to rectify the situation.
2. Failed to meet the contractual obligations of Active Teaching Status.
3. Violated teaching standards.

An instructor placed on Suspended Status is not authorized to teach PFI courses or to certify PFI divers. Further standards violations can result in an instructor being moved from Suspended Status to Expelled Status.

13.6 Expelled Status

An instructor can be placed on Expelled Status for any of the following reasons:

1. Account balance is 120 days or more with no attempt to rectify the situation.
2. Placed on Suspended or Probation Status on more than one occasion.
3. Failed to meet the contractual obligations of Active Teaching Status.
4. Violated teaching standards.
5. Displayed conduct unbecoming a professional instructor.

An instructor placed on Expelled Status is no longer authorized to teach PFI courses or to certify PFI divers. An instructor placed on Expelled Status is no longer a member of Performance Freediving International.

Note: Performance Freediving International reserves the right to suspend, expel or terminate an individual based upon the determination that standards violations have occurred.

13.7 PFI Quality Assurance (QA) Procedures

Quality assurance issues are handled at PFI World Headquarters by the Training Department. This is to ensure that Regional Offices and Sales Managers remain neutral in the final decision.

13.7.1. General Quality Assurance Procedures

General quality assurances are defined as random Q&A letters sent out to students who were recently registered by members in good standing. General Q&A letters are sent out to maintain the quality of instruction and ensure that proper training materials were used.

Letters are sent with a self-addressed, return postage paid envelope or via electronic e-mail course survey form.

All course survey letters are forwarded to PFI World Headquarters Training Department.

Non-English speaking students' letters are translated to the student's language. There are four possible actions that may be taken when a PFI Professional's standing comes into question. They are:

1. No Action Required
2. Probation
3. Suspension
4. Expulsion

13.7.2. No Action Required

No Action Required means that the information provided to the Training Department was insufficient or unfounded.

13.7.3. Probation

Probation status requires that a course survey letter be sent to every student the member registers; it does not restrict or preclude the member from teaching courses. This status can be placed on the member without notification and is generally only short term. Probation status is used when information is brought to the attention of the Training Department that suggests a member may not be conducting themselves according to the standards or ethics of PFI. A member may also be placed on probation without written documentation by the complainant, at the discretion of the Training Department.

13.7.4. Suspension

Members placed on suspension status are not allowed to teach at any level for a period of time or under conditions determined by the Training Department. These conditions, along with the reasons they are being placed on suspension, will be provided to the member in writing. Members can only be placed on suspension after they have been given a fifteen-day period to respond to the allegations against them and after the Training Department has performed a complete investigation into the allegations.

13.7.5. Expelled

Expelled members are indefinitely prohibited from teaching PFI programs. Members are expelled only after all attempts to correct their actions have been exhausted or their actions deem that expulsion is the only correction. Expulsions can only be approved by the president of International Training after the Training Department has performed a complete investigation.

All QA issues are to be kept confidential and not shared with outside instructors or facilities unless authorized by HQ Training Department.

Regional Offices and Sales Managers may be asked to assist in acquiring information about the QA issues.

A provisional status or remedial training requires the file be kept open until all requirements have been met.

13.7.6. HQ Quality Assurance Steps

- **Step 1:** The HQ Training Department receives a written letter or course survey alleging a standards or ethics violation. The letter must be signed (electronic signature is acceptable) by the individuals who witnessed the alleged standards or ethics violation. Phone conversations will not be accepted.
- **Step 2:** PFI HQ Training Department will check the database for current status of the dive professional in question. Once HQ has all contact information, they will notify the individual that a complaint has been filed against them. Notification will be attempted first by phone or email and then by letter.
- **Step 3:** The notification letter will contain the alleged quality assurance violations. The individual will be notified they have fifteen (15) days to reply.
- **Step 4:** HQ will send course surveys to former students.

■ **Step 5:** When all information has been submitted and reviewed, a final decision will be made as to what action will be taken. PFI World HQ Training Department will compose a letter and inform the member as to their decision.

■ **Step 6:** The member's status will be noted in the database.

All feedback on the material used and quality of instruction will be noted in the instructor's file in the database at HQ.

13.8 Definitions

Supervision

1. **Direct Supervision:** Visual observation and evaluation of participant skill introduction and development during diving activities by an instructor or certified assistant. Direct supervision requires personal observation and evaluation of the skills introduced and developed in the program. During skills introduction and development, direct supervision requires the participant to be accompanied underwater.
2. **Indirect Supervision:** The overall control, general observation, evaluation and direction of the participant skill performance and participant diving activities. The instructor must be personally present at the dive site and be prepared to come to the aid of a participant.
3. **Student Prerequisites:** conditions that must be met by students prior to beginning a course. These cannot be completed during the course unless specifically outlined in the standard. Conditions listed here cannot be waived by the instructor. Written standards waivers for prerequisites may be issued by the HQ training department depending on the course, dive site, and the specific prior experience of course participants.

Abbreviations:

CWT: Constant Weight, any freedive made by swimming down with fins under the freediver's own power. Any ballast worn is to remain on the freediver.

CNF: Constant Weight No Fins, any freedive made by swimming down without fins under the freediver's own power. Any ballast worn is to remain on the freediver.

FIM: Free Immersion, a freedive made by pulling down the line using the freediver's arms only. Kicking is not allowed. Any ballast worn is to remain on the freediver.

VWT: Variable Weight freedive made where the freediver rides additional ballast down, then at the deepest point of the dive, releases the additional ballast, and returns to the surface under their own power.

STA: Static Apnea is a breath-hold for time at the surface of confined water for time.

DYN: Dynamic Apnea is freedive made for horizontal distance in confined water while using fins.

DNF: Dynamic Apnea No Fins: is a freedive made for horizontal distance in confined water without the use of fins.

13.9 Forms

1. PFI Forms, where provided in the Standards and Procedures Forms section for use by members, are to be used for training courses where applicable. Equivalent documents, not produced by PFI, are not acceptable without prior authority from PFI Headquarters. Authority to use non-PFI forms must be applied for prior to commencement of training and will only be granted under circumstances such as:
 - a. Form not available in a language the student or instructor understands
 - b. Form is superseded by document(s) produced under local regulations

13.10 Exams

1. The required score for all students taking any PFI Diver level or leadership course exam is 80%, with 100% remediation of any incorrect answers required by the course instructor. Alternate exams, where produced, are also to be used when student's score is below 80%.

13.11 Requirements for Dive Leader Crossovers

A dive leader associated with another recognized training agency must provide a copy of their current rating with the other agency. If they are inactive, and have been for *less than five years*, they must secure a letter from that agency, stating what requirements must be completed prior to reinstatement with that agency. They must then complete the online crossover program (if it is available in their language,) complete the appropriate crossover application, and submit it along with proof of current leadership rating(s), insurance (if required in their geographical location)

and documentation they have completed the online program. They will then be required to complete the crossover program with a qualified individual.

If they have been inactive *for more than five years*, they must secure a letter from that agency stating what requirements must be completed prior reinstatement with that agency.

Due to the length of inactivity they will be required to complete an instructor program for the level they wish to cross over to.

13.12 Two Year Renewal/Refresher Policy

Instructors and Instructor Trainers must teach a course at their highest level every 2 years from the date they last taught that course. If a course is not taught within that two-year period, teaching status for that level will be inactive and the instructor or IT must attend an update to regain active status for that level. Members usually affected by this policy are those who have not renewed as PFI members for 2 or more years. However, members who are actively teaching lower ratings but not at their highest level may also be affected for that level.

The following information details how members can regain fully active status either by verifying activity at an equivalent level with another recognized agency or by completing an update with an instructor trainer.

When an update with an IT is required, the following criteria applies:

1. PFI: Update covers PFI Freediver and specialty ratings only.

Renewal Policy for Inactive Members of PFI

1. For an instructor who is a member of PFI and has not renewed for 2 or more years *but has been teaching with another recognized freediving certification agency*, the requirements for renewal includes ALL of the following:
 - a. Successfully complete the online professional familiarization course (code issued by headquarters)
 - b. Purchase or verify possession of all current teaching materials for ratings held
 - c. Complete and submit membership renewal and agreement form for the current year
 - d. Submit a *PFI Member Update* form detailing activity as an instructor during the period, including verification of teaching activity at equivalent ratings with another recognized agency during the past 2 years

- e. Verify no quality assurance issues with any other agency during the period of inactivity with PFI.
- 2. For an instructor who is a member of PFI and has not renewed for 2 or more years *and has **not** been teaching with another recognized certification agency*, the requirements for renewal includes ALL of the following:
 - a. Successfully complete the on-line professional familiarization course (code issued by headquarters)
 - b. Purchase or verify possession of all current teaching materials for ratings held
 - c. Complete and submit membership renewal and agreement form for the current year
 - d. Verify no quality assurance issues with any other agency during past 2 years.
 - e. Complete PFI Instructor Evaluation Course (IEC) as an update with a qualified active teaching status PFI Instructor Trainer
 - f. Submit a completed Member Update form, signed by the instructor trainer who completed the update
 - g. Submit a current medical signed by a licensed physician with no restrictions or limitations for freediving
 - h. Submit verification of current CPR and first aid training

Active Teaching Status Policy for PFI Members Who Have Maintained Renewal

- 1. For an instructor who is a member of PFI and has maintained renewal but not taught or assisted at their highest level for 2 or more years and *has been teaching at an equivalent level with another recognized freediver certification agency*, the requirements for regaining active teaching status are as follows:
 - a. Purchase or verify possession of all current teaching materials for ratings held
 - b. Submit a *PFI Member Update* form detailing activity as a instructor during the period, including verification of teaching activity at equivalent ratings with another recognized agency during the past 2 years
 - c. Verify no quality assurance issues with any other agency during the period

Or

- d. Have a current and active PFI Instructor Trainer (qualified to the same levels) submit a Member Update form verifying an update has been completed
2. For an instructor who is a member of PFI and has maintained renewal but not taught or assisted at their highest level for 2 or more years and *has **not** been teaching at an equivalent level with another recognized certification agency*, the requirements for regaining active teaching status are as follows:
 - a. Verify no quality assurance issues with any other agency during past 2 years.
 - b. Complete PFI Instructor Evaluation Course (IEC) as an update with a qualified active teaching status PFI Instructor Trainer
 - c. Submit a completed Member Update form, signed by the instructor trainer who completed the update
 - d. Submit a current medical signed by a licensed physician with no restrictions or limitations for freediving
 - e. Submit verification of current CPR and first aid training

Note: Additional requirements and documentation may be required once the application for renewal has been reviewed by PFI Headquarters Training Department (or Regional Office). Members who have been inactive for 5 or more years may have additional requirements to regain active status and must contact the Training Department.

Online codes can be obtained from headquarters for any and all of the aforementioned procedures at no charge.

Instructor Trainers wishing to renew IT status after an inactive period of 2 years or longer at that level must attend an Instructor Trainer Workshop (*or IT crossover program*) conducted by PFI Headquarters Training Department Staff (no charge is made for this). Additionally, the requirements of renewing at the corresponding instructor level must also be met.

PFI Assistant Instructors who have not been active with SDI/TDI/ERDI/PFI in over 2 years must follow the same procedures as instructors. However, where an IT signoff is required any PFI Instructor can sign.

