SDI Leadership Standards

Contents

Revision History		
Revision Number	Date	Changes
2.0	05/27/2001	The Manual has been completely restructured.
2.1	09/04/2001	CPR1st and IT added.
2.2	10/10/2002	Updated with latest Training Updates.
3.0	08/15/2003	Updated with latest Training Updates.
3.1	12/19/2003	Editorial changes and minor updates
5.0	11/19/2004	Major updates
6.0	10/07/2005	Updated with previous years training updates
7.0	10/27/2006	Editorial changes and 2006 training updates
8.0	11/13/2007	Update with 2007 training updates.
9.0	12/01/2008	New standard for IT Staff Instructor (Course Director) minor updates and clarifications
10.0	12/31/2009	Updated with 2009 training updates. Minor edits.
11.0	01/01/2011	Major edits, reordering, new standard for IT Staff and IT Cross-over
12.0	01/01/2012	Minor edits
12.1	06/01/2012	Added Definitions to General Standards section Changed Course Overview Matrix for Assistant Instructor Level Leadership Course Standards 2.1 Added information regarding DM registrations must be accompanied by verification of dives/ hours required for certification DM 3.5.5 Added note for graduation dives / hours DM 3.11 Open Water #1 Dives / hours required DM 3.11 Open Water #5 SMB use DM 3.11 Required Ability Operation as a DM in various environments AI 4.2.6 Deleted AI 4.5.4 defined prerequisite required dives / hours
13.0	01/01/2013	Modified Instructor Trainer prerequisites
14.0	01/01/2014	#2.8 Added note regarding use of sidemount cylinders
14.1	04/01/2014	12.10 Clarified the Instructor Trainer swim requirements 12.11 Added Scubility to the requirements for IT level
14.2	10/01/2014	9 Visual Inspection Procedure Instructor: Complete revision 12.11 Added Solo to the list of programs that require a minimum number of divers certified before an IT can upgrade to teach

Revision History		
Revision Number	Date	Changes
15.0	01/01/2015	No Changes
15.1	04/01/2015	3.5 Changed Advanced Open Water Diver to Advanced Adventure Diver
15.2	08/01/2015	No Changes
15.3	11/01/2015	Page Two: Headquarters information updated
16.0	01/01/2016	No Changes
16.2	10/01/2016	3.8.4 Added SDI Divemaster Slate to required materials
17.0	01/01/2017	No Changes
18.0	01/01/2018	Changed IT Staff Instructor to Course Director throughout Part 4 Leadership Standards
		2.1 Updated to reference digital versions of Standards and Procedures 2.3 Added definition of prerequisites 3.2 Revisions made for ISO/EUF certification 6.8 Added Required Materials 6.9 Updated required Equipment 7.8 Added Required Materials 7.9 Updated required Equipment
19.0	01/01/2019	Removed CPROX, CPR1st and CPROX1st AED references and standards; clarified CPR, first aid and oxygen provider certification requirements. Renumbered subsequent standards; note that following section numbers correspond to 2018 standards section numbers: 2.2 Added reference 3.8 Added new optional material 3. SDI Divemaster course checklist 4.8 Added new optional material 3. SDI Assistant Instructor course checklist 9.2 Added 3 yr renewal requirement 9.3 Clarified requirements for non-diving professionals 10.2 Added Computer Diver specialty, Inactive Diver/Refresher course, and clarified teaching AIs 10.8 Clarified training materials required by candidate and by CD/IT. Added optional IDC/IEC course tracking sheet. 10.10 Added new topics 3.a., 4.c., 6.d, 6.f. and 6.g. 11.5.1 Changed minimum age to 20 11.11.3 Changed time to "approximately 12 minutes" 12.5.1 Changed minimum age to 20 12.10 Deleted items 1 and 3, renumbered subsequent items Formatting updated

Revision History		
Revision Number	Date	Changes
0120	01/01/2020	1.5 "Minimum Age" Changed to 18 2.1.2 Defined the valid term for a physician signed medical 2.8.10 "Knife" change to "Cutting Device", Rescue Signal made new Item 5.1 Item 2 removed subsequent items renumbered 5.5 Updated minimum age requirement 6.6 Section number corrected Extensive updates to Course Director, Instructor Trainer, and Course Director/Instructor Trainer Crossover/Upgrade standards
0620	06/01/2020	10.1 Section clarified 10.5 & 10.7 New items added to list 10.6 Duration, 1. Item expanded upon 10.11 Substancial information added
0121	01/01/2021	1. Corrected prerequisite certification on line 7 3.8.1, 4.8, 7.8 Clarify use of eLearning in leadership level courses 3.11, 4.2.3, 5.8.2 Clarified item 9.5 Removed item 3, current wording inaccurately reflected course prerequisites
0221	02/01/2021	International Training Crossover Course Standards added
0122	01/01/2022	3.8, 4.8, Clarified requirement for candidates to possess all required materials, reoganized section 3.11, 4.11, 7.11 Added requirement to demonstrate skills while neutrally buoyant 5.7 Item 4.b removed, under "Upon successful completion" Item 1 edited 5.8 Clarified requirement for candidates to possess all required materials 6.10 Item 3 replaced 7.8 Clarified requirement for candidates to possess all required materials, changed item 2 to "Instructor Manual or eLearning" 8.3.1.a Item replaced 8.3.1.c 5 changed to 10 8.5, 8.8, 9.5 Item 4 added, all subsequent items renumber 8.7.1.d Under "Upon completion..." Three (3)" has been corrected to "Five (5)" 11.5 Item 1 expanded upon 11.6 Under In-water execution, item 1 expanded upon 11.7 Item 3 replaced 11.9 Grammar corrections

1. Course Overview Matrix

	Course Name	Minimum Age	Number of Required Dives	Student to Instructor Ratio in Water	Prerequisite Certification and Dives	Certification Card must be issued by SDI
3	Divemaster	18	40	8	Advanced Adventure, Rescue, CPR, First Aid, 40 logged dives, and Deep, night & limited visibility & navigation specialty	Yes
4	Assistant Instructor	18	See course description	8	Divemaster, CPR, First Aid, 60 logged dives or 50 logged dives and 25 hours underwater	Yes
5	Non-Diving Specialty Instructor	18	N/A		See course description	Yes
6	Visual Inspection Procedure Instructor	21	See course description	N/A	See course description	Yes
7	Instructor Development Course (IDC)	18	See course description	8	Divemaster or Assistant Instructor	Yes
8	Course Director	21	N/A	N/A	See course description	Yes
9	Instructor Trainer	21	N/A	N/A	See course description	Yes
10	Course Director and Instructor Trainer Crossover	21	N/A	N/A	See course description	Yes
11	International Training Crossover	18	N/A	N/A	Open Water instructor rating from recognized agency	Yes

2. Leadership Course Standards

These standards apply to all SDI Leadership Courses.

2.1 Administrative

Instructors and instructor trainers must ensure that all students complete the following forms – for *each and every leadership course and leadership specialty* the student participates in. They are:

1. *SDI Liability Release and Express Assumption of Risk Form*
2. *SDI Medical Release* Form
   For SDI Leadership courses, candidates are required to provide a medical questionnaire signed by a licensed physician approving the candidate for diving prior to starting the course. The medical approval, must be current when submitting paperwork for leadership certification. 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.

The appropriate *SDI Dive Leader Registration* form, along with the final exam* for the leadership level rating requested, and the medical release signed by the physician,, must be submitted to SDI Headquarters for processing of leadership credentials. Divemaster registrations must also be accompanied by verification of the minimum number of dives/hours required for graduation.. All Leadership level registrations,

including upgrades and crossovers, are not complete until SDI/TDI/ERDI Headquarters has verified and processed the individual's documentation and credentials. An individual may not function at the level(s) being registered until they have received verification of their certification level(s) from the SDI/TDI/ERDI Headquarters. Verification can be achieved by: checking online profile, email or verbal notification from SDI/TDI/ERDI Headquarters.

A copy of the SDI Dive Leader form must be retained for a minimum of 7 years

*Note: All leadership level final exams require an 80 percent or better score, and 100 percent remediation

■ All SDI instructors are required to have their own *SDI Standards and Procedures*.

■ Copies of examinations completed online need not be submitted to SDI Headquarters, with the exception of the student signature page.

■ When SDI Leadership level courses are conducted consecutively, such as, divemaster followed by assistant instructor, and then instructor, or any combination, instructors, or instructor trainers, must ensure that registration forms, *for each level of training* are submitted, and approval is received *before* the next phase of training is commenced. This ensures that the leadership certification prerequisites for each level are met.

2.2 Accidents / Incident

Hopefully a member will never have to do this; if the member was involved in an accident or simply witnessed an accident, the *SDI Accident Report* Form must be completed, and faxed or emailed to SDI Headquarters immediately after the accident occurred. Please refer to the SDI Standards, Part 1, section 6.4.8.

2.3 Definitions

Assistant or Assisted by = A person who is assisting a primary and certified instructor, Course Director or instructor trainer for a course that they, the "assistant", is not certified to teach. Assistants can be used for the purposes of additional supervision and to increase ratios where standards and environmental conditions allow. Assistants listed on registrations will receive experience credits for courses they have assisted with only if listed on the initial registration form.

Co-Teach or 2nd Instructor = A person who is certified to teach the course taking place and is working together with an also certified instructor, Course

Director or instructor trainer. The 2nd instructor will receive equal credit for the course if listed on the initial registration form.

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.

2.4 Equipment

A personal dive computer (PDC) must be used during all confined and open water training sessions on SDI courses.

2.5 Confined Water Training

Confined water training must be conducted in a swimming pool or a confined body of water with the following conditions:

1. A minimum of approximately 3 metres / 10 feet visibility
2. Calm surface conditions
3. Easy access to depths that allow students to stand with their head above water
4. Depths that allow skills, as defined in the confined water lesson guide, to be adequately demonstrated
5. Equipment appropriate for the training site
6. Confined water training sites, other than pools, must be approved by SDI Headquarters

2.6 Open Water Training

The instructor, with the following considerations, must carefully choose an open water training site:

1. Body of water similar to the regional diving conditions; ocean, lake, etc
2. Swimming pools are not considered an open water environment
3. Water clarity
4. Temperature above and below the water
5. Weather conditions
6. Water access
7. Equipment adequate for the conditions
8. Thermal protection appropriate for the condition

9. No dives are to require a decompression stop
10. No dives will be conducted in an overhead environment
11. A complete briefing that includes:
    a. The dive site
    b. Water conditions
    c. Skills to be performed
    d. Entry/Exit to be used
    e. Emergency procedures
12. A complete debriefing that includes:
    a. Performance of divers as a whole
    b. Areas that need improvement
    c. Environmental observations
    d. Question and answers

2.7 Student – Minimum Equipment Requirements

The students must have the following equipment:

1. Mask, fins, and snorkel
2. Buoyancy compensator device (BCD) with a low-pressure power inflator
3. Regulator with submersible pressure gauge
4. Alternate air sources
5. Weight system
6. Personal dive computer (PDC)
7. Exposure suit appropriate for the training conditions
8. Compressed gas cylinder
9. Compass; during navigation skills
10. Knife or cutting device
11. Rescue signal

Note: Students wearing air integrated hose-less computers are not required to carry a submersible pressure gauge.

2.8 Required Equipment for All Dive Leaders

Unless otherwise noted, the minimum equipment requirements for training by an instructor, assistant instructor and divemaster is as follows:

1. Mask, fins and snorkel
2. Buoyancy compensator device (BCD) with a low-pressure power inflator
3. Regulator with submersible pressure gauge
4. Alternate air sources
5. Weight system
6. Personal dive computer
7. Exposure suit adequate for the training conditions
8. Compressed gas cylinder
9. Compass
10. Cutting device
11. Rescue signal
12. A dive flag must be carried in accordance with local laws or regulations for all open water locations

Note: Instructors wearing air integrated hose-less computers are not required to carry a submersible pressure gauge

Note: Cylinder capacities used in the SDI Standards are based on manufacturer values or generalized conversions and are NOT exact conversions from metric to imperial due to variance in cylinder volume and working pressures. If you use metric cylinders, please use the metric size cylinder listed; likewise, if you use imperial cylinders, please use the imperial size cylinder listed, I.E. 3 litres / 18 cubic ft.

Note: Both instructor and students must be wearing a single cylinder backmount configuration for the following courses: Open Water Scuba Diver Instructor.

2.9 Temporary Certification Cards

No temporary cards will be available for leadership courses.

3. Divemaster

3.1 Introduction

This program is designed to develop the skills and knowledge necessary for an individual to lead certified divers in the open water environment.

3.2 Qualifications of Graduates

Upon successful completion of this course, graduates may:

1. Assist an active SDI Instructor during approved diving courses provided the activities are similar to the graduate's prior training
2. Supervise and conduct dives for certified divers and any specialized scuba diving activities that they have been trained in, provided the activities are similar to the graduate's prior training
3. Plan and execute emergency procedures appropriate for the diving environment and activities

3.3 Who May Teach

An active SDI Instructor

3.4 Student to Instructor Ratio

Academic

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

Confined Water (swimming pool-like conditions)

1. A maximum of 8 students per instructor

Open Water (ocean, lake, quarry, spring, river or estuary)

1. A maximum of 8 students per instructor are allowed; it is the instructor's discretion to reduce this number as conditions dictate

3.5 Student Prerequisites

1. Minimum age 18
2. Certified SDI Advanced Adventure Diver or equivalent; advanced certification must include verifiable experience in deep, navigation, night, and limited visibility specialties

3. Certified SDI Rescue Diver or equivalent
4. Provide proof of current CPR, first aid and oxygen provider*, where local law permits
5. Provided proof of at least 40 logged dives (see 3.11 for number of dives/hours required for graduation)

*Note: CPR, first aid and oxygen provider courses may be combined with the SDI Divemaster program by qualified instructors

3.6 Course Structure and Duration

The student must

1. Give a minimum of 5 briefs/debriefs
2. Show preparation, planning, and control in dive management and diving activities
3. Guide a minimum of 4 dives with varying sites and environmental conditions

Course Structure

1. SDI allows instructors to structure courses according to the number of students participating and their skill level

Duration

1. A minimum of 40 hours; a minimum of 30 hours under the direct supervision of the SDI Instructor

3.7 Administrative Requirements

Administrative Tasks:

1. Collect the course fees from all the students
2. Ensure that the students have the required equipment
3. Communicate the schedule to the students
4. Have the students:
   a. Complete the *SDI Liability Release and Express Assumption of Risk Form*
   b. Submit the *SDI Medical Statement* Form signed by a licensed physician

Upon successful completion of the course the instructor must:

1. Issue the appropriate SDI certification by submitting the appropriate *SDI Dive Leader Registration* form and other required paperwork to SDI Headquarters

3.8 Training Material

Each candidate must have a set of required materials to be used during and after training

Candidate:

1. *SDI Divemaster* Manual or eLearning
2. *SDI Divemaster* Slates

Instructor:

1. *SDI Divemaster* Instructor Guide
2. *SDI Standards and Procedures* (online)

Optional Material – Instructor:

1. *SDI Divemaster* Instructor Resource CD
2. *SDI Divemaster* PowerPoint Presentation
3. SDI Divemaster course checklist

3.9 Required Equipment

Basic open water scuba equipment for diving leaders as described in section two of this manual

3.10 Required Subject Areas

Instructors may use any additional text or materials that they feel help present these topics. The following topics must be covered:

1. SDI Standards and Procedures
2. History of SDI
3. Code of Ethics and Professionalism of an SDI Divemaster
4. Products and Procedures
   a. How to place an order
   b. Yearly renewals
5. Liability and Insurance
   a. Risk management
   b. Waivers and releases
   c. Filling out an accident report
6. Knowledge Development
   a. Equipment
   b. Physics and physiology of diving
   c. Medical problems related to diving
   d. Use of dive computers and tables

    e. Diving environment

    f. Dive planning and dive management control

       i. Pool/confined water

       ii. Open water

    g. Problem solving

       i. Pool/confined water

       ii. Open water

    h. Underwater and surface communications

    i. Diver assistance

    j. Avoiding out of air and emergency situations

    k. Recommended safe diving practices

    l. Boat diving procedures

    m. Shore/Beach diving procedures

    n. Night diving procedures

    o. Accident management

    p. Emergency procedures

       i. First aid

       ii. Oxygen (O_2) administration

       iii. Cardio pulmonary resuscitation (CPR)

7. Leadership Development

    a. Planning group dives

    b. Divemaster check lists and logs

3.11 Required Skill Performance and Graduation Requirements

Confined Water Requirements:

1. Snorkeling skills – Minimum equipment: mask, fins, snorkel and additional equipment as required

    a. 800 metre swim with mask, snorkel, and fins non-stop without the use of arms in less than 17 minutes

    b. 400 metre swim on the surface, non-stop, any stroke, without the use of swimming aids, in less than 10 minutes; swim goggles permitted

2. Scuba skills - minimum equipment: all equipment required for a SDI Dive Leader

    a. In water, transport a simulated tired diver at a quick pace for 4 minutes

    b. Demonstrate a complete rescue scenario satisfactorily

    c. Perform underwater skills with and without a mask

    d. Swim on the surface, in full scuba equipment, using the snorkel, 100 metres

3. Bring a diver, simulating unconsciousness, up from depth, not greater than 6 metres / 20 feet; at the surface swim them 100 metres in less than 4 minutes
4. Confined water skills:
    a. Preparation and planning
    b. Briefing and debriefing
    c. Group control
    d. Problem recognition and solving
    e. Diving equipment assembly and disassembly
    f. Equipment inspection
    g. Entries / exits
    h. Proper weighting and buoyancy control
    i. Snorkel and regulator clearing
    j. Regulator recovery
    k. Controlled descents and ascents
    l. Underwater swimming
    m. Mask clearing
    n. Buddy system techniques
    o. Weight system removal and replacement
    p. Out-of-air emergency alternatives
    q. Equipment care and maintenance

Open Water Requirements:

1. Minimum of 10 open water dives conducted during DM training, for a minimum time of 20 minutes each. Candidates must have a logged total of 60 logged dives OR 50 logged dives and an accumulated underwater time of 25 hours in order to graduate. At least 30 of these dives shall include as wide a range of environmental factors as possible.
2. Training dives must not exceed 40 metres / 130 feet
3. Demonstrate, to an active SDI Instructor in open water, preparation, planning, group control, and problem solving for at least 3 open water diving activities from the topics outlined below
4. Students must demonstrate all the skills required in previous courses at divemaster quality in leadership level equipment. Skills include:
    a. Preparation and planning
    b. Briefing and debriefing
    c. Group control
    d. Diving equipment assembly and disassembly
    e. Equipment inspection
    f. Entries / exits

g. Proper weighting and buoyancy control
h. Snorkel and regulator clearing
i. Regulator recovery
j. Controlled descents and ascents
k. Underwater swimming
l. Mask clearing
m. Buddy system techniques
n. Weight /ballast system removal and replacement
o. Scuba system removal and replacement
p. Problem recognition and solving
q. Out-of-air emergency alternatives
r. Equipment care and maintenance
s. Evaluation of navigational skills both natural and compass

5. Students must practice and demonstrate, at DM quality the use of a surface marker buoy (SMB) delayed or permanent
6. Upon successful completion of the dives, students must complete their logbooks and the instructor must sign off on the completed dives

Instructors are required to evaluate all the following skills and the candidate's ability to:

1. Satisfactorily complete the SDI Divemaster written examination, or online version with a minimum score of 80 percent and 100 percent remediation
2. Complete all water requirements
3. Demonstrate all skills from the Open Water Scuba Diver course while neutrally buoyant
4. Demonstrate to an active SDI Instructor the ability to solve in-water and out-of-water diver problems
5. Demonstrate mature and sound judgment concerning dive planning and execution
6. Operate as a Divemaster in a wide variety of environments

4. Assistant Instructor

4.1 Introduction

This course is designed to have students gain practical teaching experience with an active SDI Instructor.

4.2 Qualifications of Graduates

Upon successful completion of this course, graduates may:

1. Teach and certify students in the SDI Snorkeling course
2. Conduct the SDI Inactive Diver/Refresher course
3. Conduct the knowledge quest review in the SDI Open Water Scuba Diver course under indirect supervision by an active SDI Instructor
4. Assist an active SDI Instructor during approved diving courses, provided the activities are similar to the graduate's prior training
5. Supervise and conduct dives for certified divers provided the activities are similar to the graduate's prior training
6. Teach approved specialties after receiving instructor training in those specialties

4.3 Who May Teach

An active SDI Instructor (where local law permits) or an active SDI Course Director

4.4 Student to Instructor Ratio

Academic

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

Confined Water (swimming pool-like conditions)

1. A maximum of 8 students per instructor

Open Water (ocean, lake, quarry, spring, river or estuary)

1. A maximum of 8 students per instructor are allowed; it is the instructor's discretion to reduce this number as conditions dictate

4.5 Student Prerequisites

1. Minimum age 18
2. Certified SDI Divemaster or equivalent
3. Provide proof of current CPR, first aid and oxygen provider,* where local law permits
4. Provide proof of at least 60 logged dives or 50 logged dives and 25 hours underwater accumulated time
5. Possess the minimum instructional equipment, as defined in leadership course standards section two of this manual

*Note: CPR, first aid and oxygen provider courses may be combined with the assistant instructor program by qualified instructors

4.6 Course Structure and Duration

The student must assist an active instructor with the following classes. The student must attend all classroom, confined water and open water sessions.

1. One complete SDI Open Water Scuba Diver Course
    a. One limited academic presentation
    b. One limited confined water presentation
    c. One limited open water presentation
2. Four SDI Specialty Courses
3. One SDI Rescue Course

Course Structure

1. SDI allows instructors to structure courses according to the number of students participating and their skill level.

Duration

1. A minimum of 70 hours
2. No more than 30 hours may be credited from the SDI Divemaster program at the discretion of the instructor

4.7 Administrative Requirements

Administrative Tasks:

1. Collect the course fees from all the students
2. Ensure that the students have the required equipment
3. Communicate the schedule to the students
4. Have the students:
    a. Complete the *SDI Liability Release and Express Assumption of Risk Form*
    b. Submit the *SDI Medical Statement* Form signed by a licensed physician

Upon successful completion of the course the instructor must:

1. Issue the appropriate SDI certification by submitting the appropriate *SDI Dive Leader Registration* form and other required paperwork to SDI Headquarters

4.8 Training Material

Each candidate must have a set of required materials to be used during and after training

Candidate:

1. *SDI Assistant Instructor* Manual or eLearning
2. *SDI Standards and Procedures* (online)

Instructor:

1. *SDI Assistant Instructor* Guide

Optional Material – Instructor:

1. *SDI Assistant Instructor* Resource CD
2. *SDI Assistant Instructor* PowerPoint Presentation
3. SDI Assistant Instructor course checklist

4.9 Required Equipment

Basic open water scuba equipment for diving leaders as described in section two of this manual

4.10 Required Subject Areas

Instructors are required to cover all the following topics:

1. SDI Standards and Procedures
2. History of SDI
3. Products and Procedures
    a. How to place an order
    b. Yearly renewals
    c. SDI requirements for SDI Assistant Instructor certification
    d. SDI Code of Ethics and Professional Responsibilities of an SDI Assistant Instructor
4. Liability and Insurance
    a. Risk management
    b. Waivers and releases
    c. Filling out an accident report

5. Course Planning
    a. Preparation, planning and control in dive management and diving activities
    b. Pool/confined water and open water procedures
    c. Practical experience in assisting with the training of open water dives
    d. Pool/confined water and open water problem solving
    e. How to conduct a snorkeling course
    f. How to conduct an inactive diver / refresher course
6. Emergency Procedures
    a. First aid
    b. Oxygen (O_2) administration
    c. Cardio pulmonary resuscitation (CPR)

4.11 Required Skill Performance and Graduation Requirements

The student must perform one presentation in each of the courses assisted under the direct supervision of an active instructor. Instructors are required to evaluate all the following skills:

1. The candidate's ability to:
    a. Assist in all required courses
    b. Demonstrate mature and sound judgment concerning dive planning and execution
2. 400 metre swim on the surface, non-stop, any stroke, without the use of swimming aids, in less than 10 minutes; swim goggles permitted
3. 800 metre swim with mask, snorkel, and fins non-stop without the use of arms in less than 17 minutes
4. Provide proof of 60 logged dives
5. Bring a diver, simulating unconsciousness, up from depth, not greater than 6 metres / 20 feet; at the surface swim them 100 metres in less than 4 minutes
6. Demonstrate all skills from the Open Water Scuba Diver course to instructor quality while neutrally buoyant
7. Complete the SDI Assistant Instructor exam, or online version, with a minimum score of 80 percent and 100 percent remediation

5. Non-Diving Specialty Instructor

5.1 Introduction

The SDI Non-Diving Specialty Instructor course is designed to teach members of the scuba diving industry such as: store owners, service technicians, etc the knowledge to safely function as an independent instructor of the non-diving specialties listed below:

1. Visual Inspection Procedures
2. Other non-diving specialties, i.e. unique specialties, offered by SDI (subject to headquarters' approval).
3. SDI Snorkeling

In order to become an instructor for one of the above courses; a candidate must be certified by a qualified instructor trainer or Course Director; experience based upgrades are not available. Instructors who hold equivalent certifications with a recognized agency and wish to cross over as a non-diving specialty instructor may do so by applying via current instructor crossover procedures.

5.2 Qualifications of Graduates

Upon successful completion of this course, graduates may:

1. Teach the appropriate SDI Non-diving specialty

Note: The candidate may be certified to teach multiple specialties at once, provided all corresponding prerequisites and graduation requirements are met and the instructor trainer or Course Director conducting the courses is qualified at all levels.

5.3 Who May Teach

An Active SDI Instructor Trainer or SDI Course Director who is qualified to teach the instructor level specialty the candidate will be teaching after graduation.

5.4 Student to Instructor Ratio

Academic

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

Confined Water (swimming pool-like conditions) – for snorkeling only

1. 16:1

Open Water (ocean, lake, quarry, spring, river or estuary) – for snorkeling only

1. 10:1

5.5 Student Prerequisites

1. Minimum age 18 unless otherwise specified in specialty standard
2. Affiliated with an SDI Facility
3. Minimum of 1 year experience at the provider level for the specialty which will be taught after graduation
4. Meet all prerequisites for the corresponding instructor level specialty they will teach after graduation; except any assistant instructor or instructor requirements
5. Provide proof of current CPR and first aid certification*

*Note: CPR, first aid and oxygen provider courses may be combined with the program by qualified instructors

5.6 Course Structure and Duration

Duration

1. A minimum of 20 hours for the entire course; 15 hours must occur under the direct supervision of a current instructor trainer or Course Director

5.7 Administrative Requirements

Administrative Tasks:

1. Collect the course fees from all the students
2. Ensure that the students have the required equipment
3. Communicate the schedule to the students
4. Have the students:
    a. Complete the *SDI Liability Release and Express Assumption of Risk Form*

Upon successful completion of the course the instructor trainer must:

1. Issue the appropriate SDI certification by submitting the *SDI Specialty Instructor Upgrade* form, indicating both Non-diving Specialty Instructor and the specialty course they'll be teaching, and other required paperwork to SDI Headquarters

5.8 Training Material

Each candidate must have a set of required materials to be used during and after training

Required Material:

1. *SDI Standards and Procedures* Manual
2. *SDI Instructor Trainer* Manual – for the conducting CD or IT
3. *SDI Instructor* Manual
4. Any materials required by current standards for the specialty being taught after graduation

5.9 Required Equipment

Any equipment required by the current standard(s) appropriate to the specialty being taught by the candidate, after graduation

5.10 Required Subject Areas

The following topics must be covered:

1. SDI Standards and Procedures
2. History of SDI
3. Products and Procedures
   a. How to place an order
   b. Registration procedures
   c. Yearly renewals
   d. Liability and insurance
4. Risk Management
   a. Waivers and releases
   b. Filling out an accident/incident report
5. Methods of Instruction
   a. Teaching theory, methods and oral communications
   b. Lesson preparation

      i. In classroom

      ii. Confined water Snorkeling only

      iii. Open water; Snorkeling only
   c. Use of training aids
   d. Home study program, use of knowledge quest

6. Successfully Selling Courses
   a. Budgeting courses
   b. Recruiting students
   c. Organizing and scheduling a course
7. Retail sales
8. Instructor Ethics
9. All course content for the specialty the candidate will be teaching after graduation

5.11 Required Skill Performance and Graduation Requirements

In order to complete this course, the student is required to pass all the following:

1. Present minimum of 3 academic presentations, minimum time 15 minutes , on subjects from the SDI Specialty they will be teaching after graduation
2. Present minimum of 2 practical presentations, minimum time 15 minutes, on subjects from the SDI Specialty they will be teaching after graduation
3. Satisfactorily complete all skill performance and graduation requirements for the SDI Specialty they will be teaching
4. Demonstrate the ability to correctly remediate exam questions with a student
5. Satisfactorily complete the SDI Standards and Procedures portion of the instructor exam
6. Demonstrate mature and sound judgment concerning class planning and execution

5.12 Course Credit

Graduates of the SDI Non-Diving Specialty Instructor Course may upgrade to other non-diving specialties without completing the full course again; all prerequisites, skill performance, and graduation requirements for any additional specialty must be met and it must be conducted by a qualified instructor trainer or Course Director.

6. Visual Inspection Procedure Instructor

6.1 Introduction

This course provides the training of visual inspectors to a level whereby they can teach the SDI Visual Inspection Procedure to others. The course is to teach inspector instructor candidates proper inspection techniques including; inspecting steel, aluminum and composite cylinders. Valve rebuilds, cleaning compressors and basic safe handling protocols. . A great deal more emphasis is placed on the knowledge base of the instructor candidate than is normally required of a cylinder inspector.

6.2 Qualifications of Graduates

Upon successful completion of this course, graduates may:

1. Teach others to visually inspect high-pressure cylinders, rebuild valves, clean cylinders and components, understand compressors and know some of the rules and regulations for inspecting high pressure cylinders and their components. Certification is valid for three years. Completion of a refresher/update is required to renew the rating.

6.3 Who May Teach

1. Any active SDI VIP Instructor Trainer may teach this course
2. A non-diving professional who has the written permission of SDI and has a vast knowledge of high pressure cylinders. Examples may be hydro testers, fire fighters or others involved with the high pressure gas industry. Such individuals must complete the Non-Diving Specialty Instructor course along with this course.

6.4 Student to Instructor Ratio

1. Maximum 3 instructor candidates per demonstration setup; tools and cylinders for the practical
2. Maximum 25 candidates per active SDI Instructor Trainer

6.5 Student Prerequisites

1. Minimum age 21
2. Minimum certification, SDI Assistant Instructor or Non-Diving Specialty Instructor
    a. Non – diving professionals with the written permission of SDI
3. Affiliated with an organization that has a high pressure air compressor and fill station
4. Provide proof of having inspected at least 50 high-pressure cylinders. Proof will be in the form of the completion of written visual inspection documents.
5. Visual Inspector for a minimum of 6 months

6.6 Course Structure and Duration

The student must able to:

1. Teach how to visually inspect high-pressure cylinders for defective conditions that could cause a cylinder failure using the SDI program

Course Structure

1. SDI allows instructors to structure courses according to the number of students participating and their skill level
2. Classroom lectures and demonstrations
3. Each student must have a cylinder in their possession during the course

Duration

1. Suggested minimum number of training hours is 6

6.7 Administrative Requirements

Administrative Tasks

1. Collect the course fees from all the students
2. Ensure that the students have the required equipment
3. Communicate the schedule to the students
4. Have the students:
    a. Complete the *SDI Liability Release and Express Assumption of Risk Form*

Upon successful completion of the course the instructor trainer must:

1. Issue the appropriate SDI certification bvy submitting the appropriate *SDI Dive Leader Registration* form and other required paperwork to SDI Headquarters

6.8 Required Equipment

The following equipment is the minimum required per inspection group while performing the visual inspection procedure. The instructor trainer may provide the required equipment.

1. Steel, Aluminum or composite cylinder
2. A right angle mirror with a magnification of 2 times, and having a diameter small enough to enter the cylinder neck
3. An inspection light of sufficient size and intensity to illuminate the mirror and threads being inspected
4. A light wand or other light source to illuminate the interior surfaces of the cylinder being inspected
5. A straight and right angle pick and method pit reference gauge to estimate the depth of any pitting noted on the cylinder walls

6.9 Required Subject Areas

The *SDI Visual Inspection Procedures* Student Manual and the *SDI Visual Inspector* Instructor Manual are mandatory for use during this course. SDI offers the following support materials:

1. *SDI Visual Inspection Procedures* Student Manual
2. *SDI Visual Inspection Procedures* Instructor Manual
3. *SDI Visual Inspection Procedures* PowerPoint presentation

Instructor trainers may use any additional text or materials that they feel help present these topics. The following topics must be covered:

1. Purpose.
2. Rules and Regulations
3. Safe Handling of Cylinders
4. Fill Station Operator Rules and Recommendations
    a. Identification of the various cylinder markings
    b. Filling procedures
    c. Use of EOI stickers and interpretation of EOI stickers
5. Tools and Their Uses
6. Visual Inspection Indications
    a. Proper identification of the various defect conditions
7. Criteria for Rejection and Condemnation of a Cylinder
8. Other Services
    a. Valve inspection and cleaning
    b. The basis for cylinder cleaning
9. Visual Inspection Procedure using an inspection form
    a. Step by step walk-through of the inspection process

6.10 Required Skill Performance and Graduation Requirements

The student is required to display a degree of competency in the identification of various defect conditions presented to him by the instructor using actual cylinders with known defective conditions. In order to complete this course, the student is required to:

1. Inspect 3 cylinders with at least 1 having a defective condition
2. Satisfactorily complete the SDI Visual Inspection Provider written examination
3. Present at least one graded presentation on a Visual Inspection Procedure topic and achieve a passing score
4. Demonstrate the ability to identify those conditions in a cylinder that would reject or condemn it

7. Instructor Development Course (IDC) and the Instructor Evaluation Course (IEC)

7.1 Introduction

The SDI Instructor course is designed to teach current divemasters or assistant instructors the knowledge to safely function as an open water scuba instructor. This program is divided into two sections, an instructor development course (IDC) and an instructor evaluation course (IEC).

7.2 Qualifications of Graduates

Upon successful completion of this course, graduates may:

1. Teach the SDI Open Water Scuba Diver, Inactive Diver/Refresher course, Advanced Adventure Diver Specialty, Computer Diver specialty, Rescue Diver, Divemaster and Assistant Instructor courses (where local law permits).

7.3 Who May Teach

Who may teach this course?

1. An active SDI Course Director or Instructor Trainer may teach the IDC
2. A separate active Instructor Trainer must conduct the IEC
3. Two active SDI Instructor Trainers, or one active SDI Course Director and one active SDI Instructor Trainer may teach both the IDC and the IEC together

7.4 Student to Instructor Ratio

Academic

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

Confined Water (swimming pool-like conditions)

1. A maximum of 8 students per Course Director or instructor trainer

Open Water (ocean, lake, quarry, spring, river or estuary)

1. A maximum of 8 students per Course Director or instructor trainer are allowed; it is the Course Director's or IT's discretion to reduce this number as conditions dictate.

7.5 Student Prerequisites

1. Minimum age 18
2. Certified diver for a minimum of 6 months
3. Provide proof of 100 logged dives completed in a number of different environments with varying depths
4. Be certified as a SDI Divemaster, SDI Assistant Instructor, or equivalent.
5. Provide proof of current CPR, first aid and oxygen provider*, where local law permits

*Note: CPR, first aid and oxygen provider courses may be combined with the IDC program by qualified instructors

7.6 Course Structure and Duration

IDC Execution:

1. Candidate must be able to perform all skills required, to instructor level quality, for:
    a. Divemaster
    b. Assistant Instructor

The Instructor Candidate has 6 months from the completion of the IDC to attend an IEC

IEC Execution:

1. Provide the SDI Dive Leader Training Record to the evaluating Instructor Trainer prior to completion of the course

Duration:

1. The minimum number of hours under direct supervision for the SDI IDC is 40 hours
2. The minimum number of hours under direct supervision for the SDI IEC is 10 hours
3. A minimum of 100 hours is required for the entire course; 40 hours from the divemaster or assistant instructor course may be credited at the discretion of the instructor trainer or Course Director. Fifty hours of training must occur under the direct supervision of a current SDI Instructor Trainer or Course Director.

7.7 Administrative Requirements

Administrative Tasks:

1. Collect the course fees from all the students
2. Ensure that the students have the required equipment
3. Communicate the schedule to the students
4. Have the students:
    a. Complete the *SDI Liability Release and Express Assumption of Risk Form*
    b. Submit the *SDI Medical Statement* Form signed by a licensed physician

Upon successful completion of the course the Course Director or instructor trainer(s) must:

1. Issue the appropriate SDI certification by submitting the appropriate *SDI Dive Leader Registration* form and other required paperwork to SDI Headquarters

7.8 Training Material

Each candidate must have a set of required materials to be used during and after training

Required Material for candidate

1. *SDI Standards and Procedures* Manual
2. *SDI Open Water Scuba Diver Instructor* Manual or eLearning

Required Material - CD or IT

1. *SDI Instructor Trainer* Manual
2. *IT Evaluation* Slates

Optional Material – CD or IT

1. *IDC/IEC Course tracking* sheet

7.9 Required Equipment

Basic open water scuba equipment for diving leaders as described in section two of this manual.

7.10 Required Subject Areas

SDI offers the following support materials:

1. *SDI Open Water Scuba Diver* Instructor Guide
2. *SDI Open Water Scuba Diver* Manual
3. *SDI Open Water Scuba Diver* Video
4. *SDI Student Registration* Form
5. *SDI Instructor Evaluation* Forms
6. SDI Instructor Written exam, or online equivalent
7. *SDI Dive Leader Training Record*
8. *SDI Confined Water / Open Water Teaching* slates
9. *SDI Student Skills check-off* slate

Course Directors or instructor Trainers may use any additional text or materials that they feel help present these topics. The following topics must be covered:

1. SDI Standards and Procedures
2. History of SDI
3. Products and Procedures
    a. Website overview
    b. How to place an order
    c. Registration procedures
    d. Yearly renewals
4. Liability and insurance
    a. Risk management
    b. Waivers and releases
    c. Slates, folders, and other paperwork
5. Filling out an accident report
6. Methods of Instruction
    a. Teaching theory, methods and oral communications
    b. Lesson preparation
        i. In classroom
        ii. In confined water
        iii. In open water
    c. Use of training aids
    d. Use of assistants
    e. SDI home study program, use of knowledge quest
    f. Use of eLearning and blended learning

7. Successfully Selling Scuba
   a. Budgeting courses
   b. Recruiting students
   c. Organizing and scheduling a course
   d. Retail sales
8. Instructor Ethics
9. Physics and Physiology of Diving

7.11 Required Skill Performance and Graduation Requirements

Required Skill Performance for IDC, the student must:

1. Present a minimum of
   a. Two classroom presentations
   b. Two lessons in confined water
   c. Two lessons in open water
2. Show preparation, planning and control in
   a. Dive management
   b. Diving activities
3. Perform, to demonstration quality, one complete rescue scenario
4. Perform a 10 minute survival-float, without the use of swimming aids
5. 400 metre swim on the surface, non-stop, any stroke, without the use of swimming aids, in less than 10 minutes; swim goggles permitted
6. 800 metre swim with mask, snorkel, and fins non-stop without the use of arms in less than 17 minutes
7. Bring a diver, simulating unconsciousness, up from depth, not greater than 6 metres / 20 feet; at the surface swim them 100 metres in less than 4 minutes

Pool/ confined water

1. Candidates must perform, to demonstration quality while neutrally buoyant, all skills listed in the SDI Open Water Scuba Diver Course
2. Pool/confined water problem solving

Open Water

1. In open water candidates must perform, to demonstration quality while neutrally buoyant, all skills listed in the SDI Open Water Scuba Diver Course
2. Open water problem solving

Required Skill Performance for IEC, the student must:

1. Present a minimum of
    a. One classroom presentation, minimum time 15 minutes in duration
    b. One full lesson in confined water
    c. One full lesson in open water
2. The evaluating instructor trainer must verify all required subjects were covered and skills were performed

In order to complete this course, the student is required to pass all the following:

1. Satisfactorily complete the SDI Instructor written exam or online equivalent
2. Complete all water requirements
3. Demonstrate mature and sound judgment concerning class planning and execution

8. Course Director Course

8.1 Introduction

The Course Director course is the first module of SDI's Instructor Trainer (IT) development program. This program trains candidates to conduct the SDI Instructor Development Course (IDC) independently. In addition, Course Directors are qualified to conduct the SDI Non-Diving Specialty Instructor course, specialty ratings for SDI Instructors and Assistant Instructors, and conduct administrative professional crossovers. It also prepares candidates for the second module of the program, the Instructor Trainer Workshop (ITW).

8.2 Qualifications of Graduates

Upon successful completion of this course, graduates may:

1. Conduct the IDC portion of an SDI Open Water Scuba Diver Instructor (OWSDI) course
2. Conduct the SDI Non-Diving Specialty Instructor course
3. Certify SDI Instructors, Assistant Instructors, and Non-diving Specialty Instructors to teach SDI specialties they hold instructor ratings for*
4. Conduct administrative professional crossovers
5. Attend an Instructor Trainer Workshop

*Certain Specialty Instructor ratings are subject to minimum student numbers being met before IT status is granted.

Note: Course Directors cannot conduct the IEC portion of an SDI Open Water Scuba Diver Instructor course

8.3 Who May Teach

1. An active SDI Instructor Trainer who has:
    a. Staffed a full ITW program conducted by an SDI Headquarters-appointed Instructor Trainer Evaluator (ITE) within the last two years. The initial program attended to earn the IT rating does not meet this requirement
    b. Applied in writing to and been approved by SDI Headquarters Training Department
    c. Certified a minimum of 10 SDI Open Water Scuba Diver Instructors at the IDC or IEC level

8.4 Student to Instructor Ratio

1. Maximum candidate to instructor trainer ratio for academic, confined water, and open water is 8 to 1 unless otherwise specifically authorized by SDI Headquarters Training Department

8.5 Student Prerequisites

1. Minimum age 20
2. Provide proof of 200 logged dives
3. Be an active SDI OWSDI, or Equivalent, for a minimum of 2 years with no verified quality assurance complaints within the past 12 months
4. Be an active First Response Training International Adult and Child Emergency Care instructor
5. Have issued a minimum of 150 SDI (or equivalent) certifications at various levels. Suggested levels as defined below:
    a. 100 Open Water Scuba Diver
    b. 25 Rescue Diver
    c. 20 Specialty Diver
    d. 5 Divemaster or Assistant Instructor
6. Candidate must show verification of using SDI/TDI/ERDI standards and materials to conduct or assist at least 5 full SDI/TDI/ERDI courses
7. Provide proof of current CPR, first aid, and oxygen provider, w*here local law permits*
8. Have a current medical examination for scuba diving signed by a licensed physician

8.6 Course Structure and Duration

Course Structure:

1. Instructor Trainers may structure courses according to the number of candidates participating
2. The Course Director course may be taught in conjunction with the ITW by SDI Headquarters appointed ITEs only

Duration:

1. The minimum number of training hours for the Course Director course is 100, of which 40 must be under direct supervision of an SDI Headquarters approved IT; 60 hours may be credited from pre-course study and staffing an IDC, at the discretion of the Instructor Trainer

8.7 Administrative Requirements

Administrative Tasks:

1. All course fees must be paid in full two weeks prior to the start of the course
2. Candidates must have the proper equipment for confined water/pool and open water training
3. Communicate the schedule and course content to the candidate(s)
4. Have the students:
    a. Complete the *SDI Liability Release and Express Assumption of Risk form*
    b. Submit the *SDI Medical Statement* form signed by a licensed physician
5. Verify candidates' number of logged dives and number of students taught
6. Verify no quality assurance (QA) issues for candidates within past 12 months
7. The conducting IT(s) must submit a fully completed SDI Course Director Training Application Form to SDI Headquarters, with all required supporting documentation, for approval *prior to commencement of training*

Upon completion of the program, the Instructor Trainer must:

1. Issue the appropriate SDI certification by submitting the following to SDI Headquarters:
    a. *Instructor Trainer Workshop/Course Director Program Evaluation Checklist & Registration* Form
    b. Instructor Trainer & Course Director Pre-Course Exams
    c. Course Director Final Exam
    d. Five (5) academic presentation evaluations by candidate
    e. Two (2) confined water presentation evaluations by candidate
    f. Two (2) open water presentation evaluations by candidate

8.8 Training Material

Required materials for the Course Director candidate:

1. *SDI Standards and Procedures*
2. *SDI Open Water Scuba Diver* Digital Instructor Resource
3. *SDI Open Water Scuba Diver* eLearning Course
4. *First Response Training International Adult and Child Emergency Care* eLearning Course
5. *SDI Open Water Scuba Diver* Instructor eLearning Course
6. Professional Familiarization (Crossover) eLearning Course
7. *SDI Confined Water and Open Water* Slates
8. *SDI Skills Checklist* Slate
9. *Instructor Evaluation* Slates
10. *Instructor Academic Evaluation* Forms
11. *Instructor Trainer* Digital Instructor Resource

For the Instructor Trainer:

1. *Instructor Trainer* Digital Instructor Resource
2. *SDI Standards and Procedures*
3. *SDI Open Water Scuba Diver* Digital Instructor Resource
4. *SDI Open Water Scuba Diver* eLearning Course
5. *SDI Confined Water and Open Water* Slates
6. *SDI Skills Checklist* Slate
7. *Instructor Evaluation* Slates
8. *Instructor Academic Evaluation* Forms
9. SDI Course Director Written Examination(s) – available via HQ Training Department
10. *Instructor Trainer Workshop/Course Director Program Evaluation Checklist & Registration* Form
11. Course Director Pre-Course Study Package as listed in Section 8.11

8.9 Required Equipment

Basic open water scuba equipment for dive leaders, as described in section two of this manual

8.10 Required Subject Areas

In addition to topics taken from other SDI Leadership courses at the discretion of the conducting Instructor Trainer, the following topics, in line with information detailed in the current IT manual, are required to be covered and the candidate's comprehension and ability to convey them are required to be evaluated:

1. Introductions/Workshop Overview
2. Methods of Instruction
3. Being a Professional CD/IT
4. Code of Ethics
5. Instructor Training
6. The SDI/TDI/ERDI Instructor
7. Products and Training Materials
8. Website Overview
9. Courses an SDI Instructor Can Teach
10. Dive Leader Risk Management
11. Scheduling Options
12. Leadership Processing
13. Teaching Rescue Divers

14. Teaching DM and AI Courses
15. Business of Diving
16. Facility Designations
17. Referral Procedures
18. Conducting Administrative Crossovers
19. Teaching Specialty Instructors
20. Non-Diving Specialty Instructor Programs

8.11 Required Skill Performance and Graduation Requirements

Presentation and evaluation topics are taken from SDI's Instructor Development program and candidates are required to successfully complete the following skills using SDI Training Material:

Academic

1. Successfully complete the Course Director pre-course study package which includes:
    a. Written Standards and Procedures Exam
    b. Online OWSDI course
    c. Online Professional Familiarization (crossover) course
2. Present, at a course director quality, a minimum of:
    a. Two diver level academic presentations *
    b. Three instructor level academic presentations*
    c. Two diver level confined water presentations
    d. Two diver level open water presentations
3. Evaluate a minimum of:
    a. Two diver level academic presentations *
    b. Three instructor level academic presentations*
    c. Two diver level confined water presentations
    d. Two diver level open water presentations
    e. One rescue demonstration
4. Successfully pass the SDI Course Director written exam with a minimum score of 80 percent and a 100 percent remediation by the conducting IT
5. Show verification of staffing 1 complete SDI IDC

Pool/ Confined water

1. Perform a 10-minute survival float, without the use of swimming aids
2. 400 metre swim on the surface, non-stop, any stroke, without the use of swimming aids, in approximately 12 minutes; swim goggles permitted

3. 800 metre swim with mask, snorkel, and fins non-stop without the use of arms in less than 17 minutes
4. Bring a diver, simulating unconsciousness, up from depth, not greater than 6 metres / 20 feet; at the surface swim them 100 metres in less than 4 minutes
5. Candidates must perform, to demonstration quality, skills listed in the SDI Open Water Scuba Diver course
6. Pool/confined water problem solving

Open Water

1. Perform, to demonstration quality, one complete rescue scenario
2. Candidates must preform, to demonstration quality, skills listed in the SDI Open Water Scuba Diver Course
3. Open water problem solving
4. Demonstrate mature and sound judgment concerning student coaching and evaluating

*Academic presentation topics selected by the conducting Instructor Trainer may include, but are not limited to, the following subjects:

1. Diver Level:
    a. Equipment
    b. Physics of Diving
    c. Medical Problems Related to Diving
    d. Dive Planning, Diving Tables, Personal Dive Computers, Decompression Theory
    e. Dive Environment
    f. Emergency Procedures, Accident Management, Diver Assistance
    g. Recommended Safe Diving Practices
    h. Communications
    i. Boat Diving
2. Instructor Level:
    a. Diving Industry Overview
    b. Entry Level and Continuing Education Courses
    c. Academic and In-water Lesson Planning and Skills Teaching
    d. Dive Planning, Diving Tables, Personal Dive Computers, Decompression Theory
    e. Standards and Procedures and Quality Assurance

Subjects are to be allocated from topics covered in SDI materials and presented using SDI resources.

9. SDI Instructor Trainer

9.1 Introduction

The Instructor Trainer Workshop (ITW) trains candidates as full evaluators to conduct the SDI Instructor Evaluation Course (IEC) independently. A corresponding, current instructor-level rating must be held for all IT levels, along with minimum student certifications as detailed in this outline.

9.2 Qualification of Graduates

Upon successful completion of this course, graduates may:

1. Conduct the SDI Instructor Evaluation Course (IEC) independently
2. Teach and evaluate instructor-level courses for all approved levels
3. Staff Instructor Trainer Workshops
4. Conduct administrative crossover programs and crossover evaluations for SDI Professionals
5. Conduct the SDI Course Director program (when prerequisites are met)

9.3 Who May Teach

This workshop may only be taught by Instructor Trainer Evaluators authorized by SDI Headquarters Training Department.

9.4 Student to Instructor Ratio

1. Candidate to ITE ratio is unlimited so long as adequate facility, supplies, and time are provided to ensure comprehensive and complete training of subject matter

9.5 Student Prerequisites

1. Minimum age 20
2. Provide proof of 300 logged dives
3. Be an active SDI OWSDI, or equivalent, for a minimum of 2 years with no verified quality assurance complaints within the past 12 months
4. Be an active First Response Training International Adult and Child Emergency Care instructor

5. Have issued a minimum of 200 SDI (or equivalent) certifications at various levels. Suggested levels as defined below:
    a. 150 Open Water Scuba Diver
    b. 20 Rescue Diver
    c. 25 Specialty Diver
    d. 5 Divemaster or Assistant Instructor
6. Candidate must show verification of using SDI/TDI/ERDI standards and materials to conduct or assist at least 5 full SDI/TDI/ERDI courses
7. Provide proof of current CPR, first aid, and oxygen provider, where local law permits
8. Have a current medical examination for scuba diving signed by a licensed physician

9.6 Course Structure and Duration

Course Structure:

1. Conducting staff may structure courses according to the number of candidates participating
2. The Instructor Trainer program may be taught in conjunction with the Course Director course by SDI Headquarters appointed staff

Duration:

1. The Instructor Trainer candidate must complete 100 hours under the direction and supervision of an SDI Headquarters approved ITE

9.7 Administrative Requirements

Administrative Tasks:

1. All course fees must be paid in full 30 days prior to the start of the course
2. Candidates must have the proper equipment for confined/pool training and open water
3. Communicate the schedule and course content to the candidate(s)
4. Have the students:
    a. Complete the *SDI Liability Release and Express Assumption of Risk Form*
    b. Submit the *SDI Medical Statement* Form signed by a licensed physician

Upon completion of the program, the Instructor Trainer Evaluator must:

1. Issue the appropriate SDI certification by submitting the following to SDI Headquarters:
    a. *Instructor Trainer Workshop/Course Director Program Evaluation Checklist & Registration* Form
    b. Instructor Trainer & Course Director Pre-Course Exams
    c. Instructor Trainer Final Exam
    d. Three (3) academic presentation evaluations by candidate
    e. Two (2) confined water presentation evaluations by candidate
    f. Two (2) open water presentation evaluations by candidate

9.8 Training Material

In addition to all items listed in the Training Material section of the SDI Course Director Course standard, the following materials are required:

Required materials for the IT candidate:

1. SDI Training Materials as needed

For the Instructor Trainer Evaluator:

1. Instructor Trainer Evaluator Instructor Guide
2. SDI Training Materials as needed
3. ITW Written Examination

9.9 Required Subject Areas

In addition to a review of all required subject areas for the Course Director course, the following subjects must be covered during the Instructor Trainer program:

1. IEC – Evaluation Process
2. Teaching SDI Course Director Courses
3. TDI Instructor Training
4. ERDI Instructor Training
5. Conducting Crossovers/Member Updates

9.10 Required Skill Performance and Graduation Requirements

Candidates are required to successfully complete the following, using SDI Training Material where applicable:

1. Evaluate a minimum of 3 classroom presentations
2. Successfully pass the ITW written examination with a minimum score of 80 percent, with 100 percent remediation by the conducting staff
3. Show verification of staffing 1 complete SDI IDC

Note: In addition to the above items, all IT candidates must complete all items listed in the Course Director Required Skill Performance and Graduation Requirements section

9.11 Policies for All Instructor Trainers

1. Instructor Trainers must be registered with SDI World Headquarters and respective SDI Regional Office for their country of residence
2. Upon completion of the Instructor Trainer program, Instructor Trainers may upgrade to other IT levels without attending another Instructor Trainer program provided they have remained actively teaching instructor courses
3. Some SDI courses require a minimum number of student certifications at that level before instructors may obtain IT status for that course. They are as follows:

SDI Level:	Students
Scubility	10
Solo	10
VIP	10

10. Course Director and Instructor Trainer Crossover

10.1 Introduction

The SDI Course Director and Instructor Trainer Crossover course familiarizes and trains candidates that hold an equivalent rating from other recognized agencies in the training philosophy and methods used by International Training, certifying them as SDI Course Directors or Instructor Trainers. This course is intended as an evaluation and familiarization of International Training's: standards, materials, services, and philosophy, to potential crossover candidates. It is not intended to teach the basic principles of how to train instructors.

10.2 Qualifications of Graduates

Upon successful completion of this course, Course Director graduates may:

1. Conduct the IDC portion of an SDI Open Water Scuba Diver Instructor (OWSDI) course
2. Conduct the SDI Non-Diving Specialty Instructor course
3. Certify SDI Instructors, Assistant Instructors, and Non-diving Specialty Instructors to teach SDI specialties they hold instructor ratings for*
4. Conduct administrative professional crossovers
5. Attend an Instructor Trainer Workshop (ITW)

Note: Course Directors cannot conduct the IEC portion of an SDI Open Water Scuba Diver Instructor course

Upon successful completion of this course, Instructor Trainer graduates may:

1. Conduct all the qualifications of Course Director graduates
2. Conduct the IEC portion of an SDI Open Water Scuba Diver Instructor course independently
3. Teach and evaluate instructor-level courses for all approved levels
4. Staff Instructor Trainer Workshops
5. Conduct administrative crossover programs and crossover evaluations for SDI Professionals
6. Conduct the SDI Course Director program (when prerequisites are met)

*Certain specialty instructor ratings are subject to minimum student numbers being met before IT status is granted

10.3 Who May Teach

1. **Course Director Crossover:** Any active SDI Course Director IT approved by SDI Headquarters Training Department

2. **IT Crossover:** Any active Instructor Trainer Evaluator approved by SDI Headquarters Training Department

10.4 Student to Instructor Ratio

Candidate to IT ratio is unlimited so long as adequate facility, supplies, and time are provided to ensure comprehensive and complete training of subject matter

10.5 Student Prerequisites

1. All applicants subject to approval from SDI Headquarters Training Department. Eligibility for the crossover will be determined by agency crossing over from.
2. Active Instructor Trainer or Course Director equivalent* with a recognized scuba training agency with no quality assurance issues for the past 12 months
3. Provide proof of current CPR, first aid, and oxygen provider, where local law permits
4. Provide a current medical examination for scuba diving signed by a licensed physician
5. Have issued a minimum of 35 SDI certifications at various levels. Suggested levels as defined below:
   ■ 25 Open Water Scuba Diver
   ■ 5 Rescue Diver
   ■ 5 Specialty Diver

Equivalent ratings are determined and must be approved by the SDI Headquarters Training Department.

10.6 Course Structure and Duration

Course Structure:

1. Course Director ITs and Instructor Trainer Evaluators may structure courses according to the number of candidates participating

Duration:

1. The Course Director or Instructor Trainer Candidate must complete a minimum of 25 hours under the direction and supervision of an SDI Headquarters approved Course Director IT or Instructor Trainer Evaluator, over a minimum of two and a half days. This time is set for a 4:1 ratio. Some candidates may require additional time, determined by Headquarters Training Department and at the discretion of the ITE.

10.7 Administrative Requirements

Administrative Tasks:

1. Submit a fully completed SDI Instructor Trainer/Course Director Application and all required supporting documentation to SDI Headquarters Training Department for approval *prior to commencement of training*
2. All course fees must be paid in full two weeks prior to the start of the course
3. Candidates must have the proper equipment for confined/pool training and open water
4. Communicate the schedule and course content to the candidate(s)
5. Have the students:
   a. Complete the *SDI Liability Release and Express Assumption of Risk Form*
   b. Submit the *SDI Medical Statement* Form signed by a licensed physician
6. Verify candidates' equivalent credentials
7. Candidates must complete the following online learning courses prior to the start of the crossover:
   a. *SDI Open Water Scuba Diver Instructor* eLearning Course
   b. *SDI Open Water Scuba Diver* eLearning Course
   c. *Professional Familiarization (Crossover)* eLearning Course

Upon completion of the program, the Course Director IT or Instructor Trainer Evaluator must:

1. Issue the appropriate SDI certification by submitting the following to SDI Headquarters:
    a. Instructor Trainer Workshop/Course Director Program Evaluation Checklist & Registration Form
    b. Instructor Trainer & Course Director Pre-Course Exams
    c. Course Director or Instructor Trainer Final Exam
    d. One (1) academic presentation evaluations by candidate
    e. One (1) confined water presentation evaluations by candidate

10.8 Training Material

Required materials for the Crossover candidate:

1. *International Training Standards and Procedures*
2. *SDI Open Water Scuba Diver* Digital Instructor Resource
3. *SDI Open Water Scuba Diver* eLearning Course
4. *SDI Open Water Scuba Diver Instructor* eLearning Course
5. *Professional Familiarization (Crossover)* eLearning Course
6. *SDI Confined Water and Open Water* Slates
7. *SDI Skills Checklist* Slate
8. *Instructor Evaluation* Slates
9. *Instructor Academic Evaluation* Forms
10. *Instructor Trainer* Digital Instructor Resource

For the Course Director IT or Instructor Trainer Evaluator:

1. *Instructor Trainer* Digital Instructor Resource
2. *International Training Standard and Procedures*
3. *SDI Open Water Scuba Diver* Digital Instructor Resource
4. *SDI Open Water Scuba Diver* eLearning Course
5. *SDI Confined Water and Open Water* Slates
6. *SDI Skills Checklist* Slate
7. *Instructor Evaluation* Slates
8. *Instructor Academic Evaluation* Forms
9. SDI Course Director or ITW Written Examination – available via HQ Training Department
10. *Instructor Trainer Workshop/Course Director Program Evaluation Checklist & Registration* Form
11. Course Director/Instructor Trainer Pre-Course Study Package as listed in Section 10.11

10.9 Required Equipment

Basic open water scuba equipment for dive leaders, as described in section two of this manual

10.10 Required Subject Areas

In addition to topics taken from other SDI Leadership courses at the discretion of the conducting Course Director IT or Instructor Trainer Evaluator, the following topics, in line with information detailed in the current IT manual, are required to be covered and the candidate's comprehension and ability to convey them are required to be evaluated:

1. Introductions/Workshop Overview
2. Methods of Instruction
3. Being a Professional CD/IT
4. Code of Ethics
5. Instructor Training
6. The SDI/TDI/ERDI Instructor
7. Products and Training Materials
8. Website Overview
9. Courses an SDI Instructor Can Teach
10. Dive Leader Risk Management
11. Scheduling Options
12. Leadership Processing
13. Teaching Rescue Divers
14. Teaching DM and AI Courses
15. Business of Diving
16. Facility Designations
17. Referral Procedures
18. Conducting Administrative Crossovers
19. Teaching Specialty Instructors
20. Non-Diving Specialty Instructor Programs

In addition to the topics above, the following topics must be covered for Instructor Trainer candidates

1. IEC – Evaluation Process
2. Teaching SDI Course Director Courses
3. TDI Instructor Training
4. ERDI Instructor Training
5. Conducting Crossovers/Members Updates

10.11 Required Skill Performance and Graduation Requirements

Presentation and evaluation topics are taken from SDI's Instructor Development program and candidates are required to successfully complete the following skills using SDI Training Material:

■ Pool / Confined Open Water Session
■ Swim Evaluations:
   ■ Perform a 10 minute survival-float, without the use of swimming aids
   ■ 400 metre swim on the surface, non-stop, any stroke, without the use of swimming aids, in less than 10 minutes; swim goggles permitted
   ■ 800 metre swim with mask, snorkel, and fins non-stop without the use of arms in less than 17 minutes
■ Rescue Scenario:
   ■ Perform, to demonstration quality, one complete rescue scenario
■ Skill Evaluations: Minimum 5 skills while maintaining neutral buoyancy.
■ Suggested Skills :
   ■ Mask Remove / Replace
   ■ Regulator Recovery
   ■ Neutral Buoyancy
   ■ Alternate Air Source Ascent
   ■ Controlled Swim Ascent
■ IT Candidate Confined Water #1 Evaluation of Instructor Level Presentation
■ If class size permits, candidates are to evaluate each other's presentations. If not, ITE to give presentations for candidates to evaluate.

1. Successfully complete the Course Director/Instructor Trainer pre-course study package which includes:
   a. Written Standards and Procedures Exam
   b. Online OWSDI course
   c. Online Professional Familiarization (crossover) course
2. Evaluate a minimum of:
   a. One academic presentation
   b. One confined water presentation
3. Successfully pass the Course Director/Instructor Trainer written examination with a minimum score of 80 percent, with 100 percent remediation by the conducting Course Director IT or Instructor Trainer Evaluator.

11. International Training Crossover Course

11.1 Introduction

The course is designed to give professionals crossing over to any International Training professional certification – SDI, TDI, ERDI, PFI, First Response Training International - the necessary skills and knowledge to work with International Training. This program covers the minimum requirements for an administratively conducted professional crossover program. Certain courses, agencies or regions may require practical evaluations of performance as part of the crossover program. To see if a candidate requires any practical assessment please contact the training department.

11.2 Qualifications of Graduates

Upon successful completion of this course, graduates may:

1. Conduct training courses and issue certifications for approved ratings and programs.

11.3 Who May Teach

1. An active Instructor Trainer or Course Director
2. International Training-approved agency representative
3. World HQ Training Department

11.4 Student to Instructor Ratio

Academic

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

Confined Water, if applicable

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

Open Water, if applicable

1. Unlimited, so long as proper evaluation can be provided where open water evaluations are required

11.5 Student Prerequisites

1. Have professional qualifications from an agency recognized by International Training. Contact the Training department for a list of approved agencies and courses. Refer to Part 1, Section 7.12 Requirements for Dive Leader Crossovers.
2. Have no active quality assurance investigations or past quality assurance issues that prohibited teaching status or terminated membership. Quality assurance matters can be submitted to HQ Training Department for review and consideration.

11.6 Course Structure and Duration

In-water execution; where required this course must be conducted either in confined water, open water, or both, at the instructor's discretion and in accordance with the required skill performance

1. Crossovers requiring in-water evaluations must follow that course's evaluation requirements. These are usually listed in the Skill Performance and Graduation Requirements section of the corresponding instructor standard. Evaluations may only be conducted by active Instructor Trainers holding IT status for the level being evaluated.

Course Structure

1. International Training allows instructors to structure courses according to the number of students participating and their skill level

Duration

1. The number of hours required depends on number of candidates and levels crossing over

11.7 Administrative Requirements

Administrative Tasks:

1. Collect the crossover fees from all candidates
2. Ensure that the students have the required materials
3. Ensure the candidates have been issued and completed the online familiarization course (if available in their language)
4. Communicate the schedule to the students
5. Have the students complete the:
    a. *Applicable Crossover Application*
    b. *Waiver and Releases for any course requiring in-water evaluations*
    c. *Medical Release for any course requiring in-water evaluations*

Upon successful completion of the course the instructor must submit:

1. Crossover Application
2. Crossover Checklist
3. Printout of credentials from agency website (preferred) or copies of professional certification cards
4. Verification of professional Liability Insurance where applicable
5. Printout of completed online familiarization course
6. For levels requiring IT evaluation, an instructor registration form signed by the evaluating IT

11.8 Required Equipment

Equipment appropriate for level crossing over to when in-water evaluations are required. The following material is required:

1. Code for online professional familiarization course (if available in language/region)
2. Appropriate Divemaster, Assistant Instructor, or Instructor materials
3. Crossover Checklist
4. Appropriate Crossover Application

The following material is available and recommended:

1. Crossover/Familiarization PowerPoint

11.9 Required Subject Areas

The following topics must be covered during this course:

1. Administrative requirements and crossover packages
2. History of International Training
    a. TDI
    b. SDI
    c. ERDI
    d. First Response Training International
    e. PFI
3. Global representation
    a. Regional Offices
    b. Local Sales Managers
4. Technical Diving International
    a. Standards and procedures

5. Scuba Diving International
    a. Standards and procedures
6. Emergency Response Diving International
    a. Standards and procedures
7. First Response Training International
    a. Standards and procedures
8. Performance Freediving International
    a. Standards and procedures
9. Risk management
    a. Waivers and Releases
    b. Medical requirements
    c. Insurance requirements
10. Marketing with International Training
    a. Marketing resources
    b. Content development
11. International Training's services and benefits
    a. Website tools
        i.   Accessing standards
        ii. Registering Professional-level qualifications and Upgrades
        iii. Registering divers
        iv. Renewing membership
        v.   Instructor resources
    b. Purchasing student materials
    c. Teaching aids
12. International Training's Pledge to you

11.10 Required Skill Performance and Graduation Requirements

For certain certifications crossing over, candidates are required to successfully complete certain in-water skills and other performance requirements. These can be found in the instructor course standards in the Skill Performance and Graduation Requirements section.

In order to complete the crossover, candidates must:

1. Demonstrate mature and sound judgment and a thorough understanding of working with International Training.
2. The crossover is not complete until World HQ Training Department has reviewed all documents and the candidate has received their member number and proof of qualifications.