

ProTec course circle for new INSTRUCTORS.

To assure a high quality certification system, ProTec has standardized the registration process.

Each ProTec Instructor/IT/CD is advised, to show his/her trainer status card to his/her students on demand. The student might email to contact@protecdiver.com (specify trainer name and ID) asking for confirmation of the trainer status.

Right after course start, the Instructor candidate student should register online at: www.protecdiver.com go> members (upper left corner) go> (New-registration / First time) +++new Instructor+++.

Input your data. Keep in mind that if your address is wrong or something is missing, the mail will fail and you won't get your cards. If a wrong address is provided, re-sending at the expense of the student.

Then upload a passport-like picture. If scanned, take care not to upload the whole page with the picture as a small part of it. The picture has to be min. 20 KB to max. 100 KB size and the x-y ratio about 5:7 (i.e. Horizontal 100 pixel / Vertical 140 pixel). A photo which is suitable for a passport will be the best. The type has to be .JPG. You will see the result after upload online for checking. If successfully finished, you will receive a temporary ID (code). Copy this and keep it!

During or after the course, your Course Director need your temporary ID for your certification record. There are a few student documents to provide:

- Students passport (copy)
- Student's former dive cards (copy). Collect and scan all together on one page. If too many for one page, because the student has much more cards, put all scan files in one folder and ZIP or RAR the folder. Upload the compressed folder.
- Instructor Application Form (copy)

(Some other documents must be provided by the CD)

After successful certification (online by the CD), the student receives card & certificate. After he/she knows his final ProTec members ID he/she should email contact@protecdiver.com for the initial access to member's area. For security check it is important to use same sender email as given on file(profile).

For our ProTec Course Quality Assurance we like to advise our dive students that each ProTec Trainer has to work with the ProTec course checklist - for each student. At the end of each course, this checklist has to be signed by the instructor and the student. A copy has to be given to the student, unasked. This ProTec Course Checklist contains useful information about the course highlights and the examination points. It confirms also the completion of the course standards.

2-3 weeks, depending on local mail-services, after successfully certification done by the CD, the certification kit (card & certificate) should arrive at the given destination.

If you have any more questions about your course, please contact your ProTec CD first.

If you still need help from the HQ, please send us an email contact@protecdive.com... We strictly need:

- Your student temp-id
- Your Instructor course checklist
- Your Examiner's (CD) ID.
- Date of examination
- City & Country of examination.

If you like to become a **ProTec Instructor Trainer** – no matter if standard or crossover way – every candidate need to be already a full certified ProTec Advanced Scuba Instructor with a active ProTec ID and members area access. This Adv.Scuba Instr. certification could be done by any ProTec CD. Then the application form for IT / CD may send to the HQ together with a recommendation letter signed by an active CD. It would be good to add IT/CD level relevant documents like references and certificates if possible. Each case has to be checked by the HQ – allow a few weeks for processing.

Thank you very much.