

## Organisation & Administration

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## Introduction

The sector of organization and administration should help you to get to know the daily life of a ProTec instructor.

We have tried to provide you with as much information as needed. Please make sure to read this document with diligence. Please do not hesitate to contact us should there be any further questions. We will be glad to assist you at any time. We also appreciate suggestions and additional extensions to our documentation. We would like to thank you in advance for your cooperation.

Enclosed please find our imprint.

## Imprint

### Publisher

ProTec Headquarters, as an operation of

KMJ Ltd., Phoenix Consulting Ltd. & Partners

Email [contact@protecdiver.com](mailto:contact@protecdiver.com)

### Print & Layout

Phoenix Consulting Ltd. Paphos, CY

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### Contents

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## **ProTec - The Beginning**

In this detailed overview we would like to introduce the most important milestones during the foundation of ProTec, from the beginning up to where we are today.

### **Historical background:**

ProTec - Professional Technical Diving – had its origin as a diving agency for technical diving at a time when the term "Technical Diving" was barely known in Europe.

#### **1983:**

Was the year of the initiation of "Deep Divers", a dedicated group of depth divers who improved their ability by wreck diving as well as eventually by cave diving.

Associations with other groups of divers lead to various renaming of the group,

Motivated by the gained experience, training programs for newcomers were prepared and tested.



## **INSTRUCTOR MANUAL DIVING PROGRAM**

### **1990:**

Our staff trainers provide their knowledge at different agencies as instructor or divisional manager at regional agencies and co-operated with other international diving organizations.

### **1997:**

The foundation of Professional Technical Diving

We especially focused first on German, Swiss and Austrian conditions and used already available and approved structures for our agency to ensure that our instructors and divers receive a valuable European trainee program.

The high quality of our training guidelines which provided high security standards - regardless of the extremely dangerous situations during technical diving – and various useful international contacts helped to achieve world-wide acceptance.

A first-class tool for technical diving for divers and diving instructors was developed.

### **2001:**

ProTec (Branch Germany) joined CMAS Germany.

### **2005:**

ProTec HQ joined CMAS International as an International CMAS Federation.

### **The present:**

ProTec has become a highly developed, international academy for modern technical diving and sport diving.

**The quality, flexibility and individual support provided by our instructors establish the fundamentals of an efficient collaboration.**

## **ProTec-Organisation constitution**

The additional folder displays the structure of ProTec.

ProTec consists of very experienced technical divers (Instructor-Trainer & Course Director) responsible for the specialist division "diving" and the office administration staff. ProTec CD's around the world are organised in the so called ProTec Brain Force.

All course guidelines are extensively tested before they are used in practice.

In addition to strict quality inspections during the training and selection of our diving instructors, area protection and control are used to ensure professionalism.

*Our aim is to generate quality and not quantity amongst our members.*

This concept guaranteed success from the very first moment.

## **ProTec Headquarters**

### **ProTec International Headquarters:**

The international ProTec headquarters coordinate the regional headquarters / PCP, intern communication and supervision of standards as well as further development of our programs.

ProTec headquarters administrate all ProTec registrations and certification.

Close contact with the diving industry and well- organized global promotion activity and events constitute an effective framework for ProTec.

### **ProTec PIP:**

ProTec International Partners work as worldwide distributors, with focus on international areas where no PCP exists so far. They develop new PCP and help new starters, offering consulting.

### **ProTec PCP:**

ProTec Country Partners advice diving centres and instructors within their scope, provide them with information and necessary material, assist in the training for technical diving instructors and in the construction of new ProTec diving bases to assure an area-wide maintenance.

PCP's are mainly classified by countries or national language.

## **ProTec Diving Centre**

We distinguish between three different types of ProTec diving centres:

On top the

### **ProTec Premier Centre / Premier School**

To qualify as Premier School, a diving centre must offer nearly the complete ProTec course assortment.

This contains training courses for mixed gas (from Nitrox course to the Trimix course), cave diving or alternatively wreck diving, rebreather and instructor development by an IT/CD.

The retail offers breathing gas (fillings or rental air tanks with air, Nitrox, Trimix) and professional technical equipment.

### **ProTec Facility:**

A ProTec Facility's offer from basic scuba course up to Nitrox at least and rent Nitrox / air tanks or sell gas. Additional courses (e.g. cave or wreck diving) are welcomed.

In addition to general equipment and training, technical gear and literature are required.

### **ProTec School**

A ProTec School's offer from basic scuba course up to Nitrox at least, including manuals and technical literature.

### **Every registration requires a profile.**

It must contain a description of:

- foundation
- principal purpose
- size/complexity/catchment area
- filling facilities for compressed air, Nitrox & Trimix (with photos)
- diving school (photos of the class room)
- offer of technical gear (photos of the shop)

Logistical requirements (e.g.: Nitrox/Trimix filling facility, Instructor- registration) have to be proved during 3 months.

### **Professional Technical Diving Instructor:**

A ProTec instructor has to be a member of staff of a ProTec centre to be able to certify.

This should prevent dumping prices, ensure training quality, resources and protect the catchment area of the dive centre.

*Time-to-time instructors are not favoured.*

Our instructors should gather a certain minimum number of trainees to guarantee them a qualified training and to generate good earnings for themselves.

## **Corporate Identity**

Corporate identity characterizes the self- conception and appearance of a company or a brand - the brand ProTec.

We want to sustain the corporate appearance of our bases, our instructors and our members because combined public relations and a consistent display are far more effective.

### **We offer:**

- Promotion material
- Your ProTec network email address @protecdiver.net
- Professional homepage developing & design custom made by our IT partner
- Participation in sales campaigns
- E-newsletters / new media promotion

Please contact ProTec headquarters for further information.

We will keep you informed about new activities.

### **What we ask you:**

- You should familiarize yourself with our philosophy (e.g.: ProTec organisation).
- Knowledge of our training program and usage of ProTec course identification.
- ProTec product placement in your diving school, on your business card, on your homepage. (posters, logo).
- Exclusive utilization of ProTec manuals.
- You should inform us about events at which ProTec should be present.
- You should inform us about your activities and course offers so that we can post them in our news in time.
- Share your ideas - we are grateful for any proposals.

**We will be successful together!**

## **Co-operations**

Co-operations and agreements with other agencies or authorities are going to emerge and information considering these will be first publish at ProTec new media (Members area, PT Blog, Facebook,..)

## **CMAS**

### **ProTec is international CMAS Federation since 2005!**

The large acceptance and publicity of CMAS Worldwide increases ProTec's international prestige considerably and we have become direct partners of the CMAS in Rome.

Documentation can be found on CMAS worldwide web page <http://www.cmas2000.org/index.asp> or new on <http://www.cmas.org/index.asp>.

GO -> CMAS international Homepage -> Technical committee -> Federations -> International or use link:

[http://www.cmas.org/federations.php?continent=XXX&continent\\_clicked=1&comme=2&comme\\_clicked=0&commi=0&commi\\_clicked=0&commission=technical](http://www.cmas.org/federations.php?continent=XXX&continent_clicked=1&comme=2&comme_clicked=0&commi=0&commi_clicked=0&commission=technical)

As an international, commercial organization we are members of the technical committee but of course, like many other international organizations, no voting member (only national may vote).



We may join the fields of competition (sports) and scientific (science) in the future. However, we have not decided yet.

## **CDWS**



Since 2010 ProTec is on list of CDWS (Chamber of Diving and Water Sports - Egypt), so CDWS recognise ProTec as authorised training agency for the Red Sea, Egypt.

This authorises our Protec trainers ( Instructor as IT / CD) to train & teach dive students at the Red Sea in Egypt.

<http://www.cdws.travel/diving/training-agencies.aspx>

## **SPAIN**



We proudly announce that ProTec is accredited in Spain (2011):

<http://www.gencat.cat/diari/5928/11193053.htm>

RESOLUCIÓ AAM/1814/2011, de 27 de juny, per la qual s'estableixen les equivalències entre qualificacions oficials de busseig d'esbarjo i les qualificacions de busseig de Professional Technical Diving (PROTEC).

## Promotion and Advertisement

ProTec also supports you in advertisement and marketing activities with advertising material and homepage creation.

Let us help you!

### ProTec Logo

ProTec professionals may and should use the ProTec logo according to their contract.

### Poster



Wreck A3 Poster



Cave A3 Poster



Deep A3 Poster



## INSTRUCTOR MANUAL DIVING PROGRAM



Discover A3 Poster



ProTec Program A2 Poster

### Sticker



Logo



Nitrox

### Folder



A4 Folder



A3 Folder

## Stamp

ProTec logo stamp —.

- For dive center:

--- ProTec Premier DiveCentre

--- ProTec Dive Facility

--- ProTec Scuba School

- For trainer

--- ProTec Scuba Instructor Trainer

--- ProTec Scuba Instructor

All with ProTec members -ID#



For this stamps different types could be ordered from ProTec HQ

Stamp size ca. 4x4cm, Type Printy

Stamp pad/print color: Black (standard) , blue, red or green

Stamp case color: Black (standard) , blue or red

Price per item € 30,- net (tax & shipping will be added)

Use this logo stamp as an add on the your address/name stamp.

## **Prices**

Please find our latest price list at ProTec Members Area - go downloads

## **Safety precautions**

Of course a diving course bears more risks than a tennis course. Hence we ask our instructors to be fully prepared and to supervise their courses with care in order to ensure the safety of every participant.

## **Insurance**

Every ProTec instructor must have personal liability insurance!

Instructors are free to choose any insurance company.

However, ProTec recommends (slightly) DAN (Divers Alert Network). DAN specializes on diving in particular.

DAN was established in 1980 as an independent and international insurance company completely focused on helping diving casualties and on optimising diving safety.

DAN offers an optimal personal liability and legal protection insurance package.

More information: [www.daneurope.org](http://www.daneurope.org) - or - [www.diversalertnetwork.org](http://www.diversalertnetwork.org)



## **Safety during practice**

The maximum amount of participants in a practice exercise for instructors – for all standards. Generally speaking, the number of participants per instructor depends on available resources. The number of people for theory lessons is given by the amount of participants who can participate without quality restrictions of the course (e.g.: available teaching material or size of classroom).

The practical approach in the water is a different one.

Instructors must always be able to help a participant having problems without letting the others out of sight. As this is only possible if only one person has a problem, only one person at a time should exercise an assignment while the others observe to minimize the danger of someone else getting in trouble at same time.

Exercises in a pool can be executed by up to 6 participants at a time due to excellent visibility, negligible depth, short distances and therefore short rescue distances for the instructor.

However, in a lake or the sea the course participants have to be under permanent observation by the instructor, even if an emergency occurs and the instructor has to surface.

An instructor should not teach more than 2 people at once under water, one for each hand. To optimize the amount of participants per course, the help of assistants is recommended.

ProTec Standard for all exercises, water conditions and participants:

1 instructor -> 2 participants

1 instructor + 1 assistant -> 4-5 participants

1 instructor + 1 assistant + 1 rescue diver -> 6-8 participants

1 instructor + 1 assistant + 2 rescue divers -> 8-10 participants

Otherwise Murphy's Law is benefited!

## **Course Assistance**

ProTec already offers a variety of documents – some of them obligatory for use - as support for course. Each course should be guided only with ProTec material and if you are in need of documents, simply request these at ProTec Headquarters.

If you use some of your own material, you have to make sure to provide neutral material (e.g.: no logos or name of competitor agencies). Here you can find the current version of our manuals. ProTec documents are constantly updated and extended. Check the members' area on ProTec Web to find our latest updates.

## **Course Standards - Survey**

Our course standards which you can find on our CD/Online represent our basic standard for all ProTec courses and must be used and adapted to the courses.

## **Medical Estimate**

The medical estimate form for inspection of diving ability has to be completed by the diver and confirmed by a doctor.

Document: MedicalStatement\_v2.0\_EN.pdf

## **Waiver**

See document: disclaimer\_of\_warranty\_EN.pdf

This document(legal waiver) should be used for every ProTec course - for each student.

## Check lists

Each ProTec course contains a check list as a part of its standards.

It should assist in holding ProTec courses and serve as proof for the training progress of the diver.

The instructor is able to test the diver's skills by going through the check list.

The check list (each of 2 copies) is signed by the instructor and the trainee/student after completion of the course so that each participant can testify owns progress.

The trainee keeps one copy and the other stays with the instructor after the trainee's accordance.

Each trainee should carry this proof of training progress with him in addition to his ID card on vacation to help the diving facilities to estimate his diving abilities.

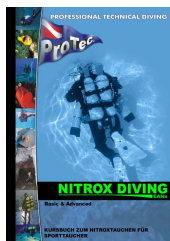
### Important notices:

**This check list has to be treated like a document and the instructor must store it at least 3 years.**

Please only send the check list together with the certification to headquarters if there is a dispute between instructor and trainee concerning his training and/or headquarters ask for a copy of it!

## Books & Videos

Nitrox Diver Manual



### Description:

Textbook for Nitrox diving for sport divers

**Author:** Hirschmann, Gerhard

**Language:** English

**Length:** approx. 52 pages, 40 (SW) illustrations

**Format:** 29.5 x 21 cm

## Rebreather Manual



### Description:

Textbook for diving with regenerative apparatus

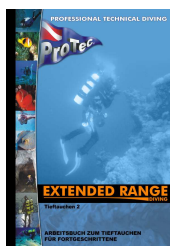
**Author:** Hirschmann, Gerhard

**Language:** English

**Length:** approx. 60 pages, 41 (SW) illustrations

**Format:** 29.5 x 21 cm

## Extended Range Workbook



### Description:

Workbook for Extended Range diving course

**Author:** Hirschmann, Gerhard

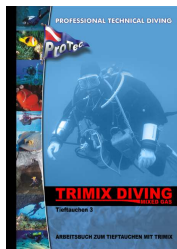
**Language:** English

**Length:** approx. 98 pages, 122 (SW) illustrations

**Format:** 29.5 x 21 cm



## Trimix Workbook



### **Description:**

Workbook for Trimix diving course

**Author:** Hirschmann, Gerhard

**Language:** English

**Length:** approx. 64 pages, 68 (SW) illustrations

**Format:** 29.5 x 21 cm

Cave diving manual



ProTec do have a excellent cave book in German language, we do not have a English translation - so far.

So, at this point ProTec recommends the

NSS-CDS cave diving manual

but each ProTec Instructor may use his favored books.....

## Video cave diving



ISBN 3-932470-21-4

### **Description:**

An instructional film for cave diving courses for advanced sport divers. It contains all basic knowledge of this topic as well as techniques for advanced. UW- photographs of caves in Mexico, Florida and Dom. Rep.

The author, Martin Tolksdorf, is ProTec Cave Course Director & Instructor coach and trains cave divers from the beginner to the cave diving teacher.

**Author:** Tolksdorf, Martin, contributions by: Kremers, Gerd; Ritter, Dirk

**Language:** German

**Length:** approx. 50 min

Price list

Visit ProTec members area for any material / price list.

### **Diving charts**

Visit ProTec members area for any material / price list.



**NITROX 32**

Table 1: Maximum Nitrogen Partial Pressure (ppm) vs. Depth (m)

Depth (m)	Maximum Nitrogen Partial Pressure (ppm)
0	1.00
1	0.98
2	0.96
3	0.94
4	0.92
5	0.90
6	0.88
7	0.86
8	0.84
9	0.82
10	0.80
11	0.78
12	0.76
13	0.74
14	0.72
15	0.70
16	0.68
17	0.66
18	0.64
19	0.62
20	0.60
21	0.58
22	0.56
23	0.54
24	0.52
25	0.50
26	0.48
27	0.46
28	0.44
29	0.42
30	0.40
31	0.38
32	0.36
33	0.34
34	0.32
35	0.30
36	0.28
37	0.26
38	0.24
39	0.22
40	0.20
41	0.18
42	0.16
43	0.14
44	0.12
45	0.10
46	0.08
47	0.06
48	0.04
49	0.02
50	0.00

Table 2: Maximum Nitrogen Partial Pressure (ppm) vs. Depth (ft)

Depth (ft)	Maximum Nitrogen Partial Pressure (ppm)
0	1.00
3	0.98
6	0.96
9	0.94
12	0.92
15	0.90
18	0.88
21	0.86
24	0.84
27	0.82
30	0.80
33	0.78
36	0.76
39	0.74
42	0.72
45	0.70
48	0.68
51	0.66
54	0.64
57	0.62
60	0.60
63	0.58
66	0.56
69	0.54
72	0.52
75	0.50
78	0.48
81	0.46
84	0.44
87	0.42
90	0.40
93	0.38
96	0.36
99	0.34
102	0.32
105	0.30
108	0.28
111	0.26
114	0.24
117	0.22
120	0.20
123	0.18
126	0.16
129	0.14
132	0.12
135	0.10
138	0.08
141	0.06
144	0.04
147	0.02
150	0.00

TRAIN HARD  
LIVE PROTEC

Nitrox 32



**NITROX 36**

Table 1: Maximum Nitrogen Partial Pressure (ppm) vs. Depth (m)

Depth (m)	Maximum Nitrogen Partial Pressure (ppm)
0	1.00
1	0.98
2	0.96
3	0.94
4	0.92
5	0.90
6	0.88
7	0.86
8	0.84
9	0.82
10	0.80
11	0.78
12	0.76
13	0.74
14	0.72
15	0.70
16	0.68
17	0.66
18	0.64
19	0.62
20	0.60
21	0.58
22	0.56
23	0.54
24	0.52
25	0.50
26	0.48
27	0.46
28	0.44
29	0.42
30	0.40
31	0.38
32	0.36
33	0.34
34	0.32
35	0.30
36	0.28
37	0.26
38	0.24
39	0.22
40	0.20
41	0.18
42	0.16
43	0.14
44	0.12
45	0.10
46	0.08
47	0.06
48	0.04
49	0.02
50	0.00

Table 2: Maximum Nitrogen Partial Pressure (ppm) vs. Depth (ft)

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24	0.84
27	0.82
30	0.80
33	0.78
36	0.76
39	0.74
42	0.72
45	0.70
48	0.68
51	0.66
54	0.64
57	0.62
60	0.60
63	0.58
66	0.56
69	0.54
72	0.52
75	0.50
78	0.48
81	0.46
84	0.44
87	0.42
90	0.40
93	0.38
96	0.36
99	0.34
102	0.32
105	0.30
108	0.28
111	0.26
114	0.24
117	0.22
120	0.20
123	0.18
126	0.16
129	0.14
132	0.12
135	0.10
138	0.08
141	0.06
144	0.04
147	0.02
150	0.00

TRAIN HARD  
LIVE PROTEC

Nitrox 36



**TRIMIX**

Table 1: Maximum Nitrogen Partial Pressure (ppm) vs. Depth (m)

Depth (m)	Maximum Nitrogen Partial Pressure (ppm)
0	1.00
1	0.98
2	0.96
3	0.94
4	0.92
5	0.90
6	0.88
7	0.86
8	0.84
9	0.82
10	0.80
11	0.78
12	0.76
13	0.74
14	0.72
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16	0.68
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19	0.62
20	0.60
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24	0.52
25	0.50
26	0.48
27	0.46
28	0.44
29	0.42
30	0.40
31	0.38
32	0.36
33	0.34
34	0.32
35	0.30
36	0.28
37	0.26
38	0.24
39	0.22
40	0.20
41	0.18
42	0.16
43	0.14
44	0.12
45	0.10
46	0.08
47	0.06
48	0.04
49	0.02
50	0.00

TRAIN HARD  
LIVE PROTEC

Trimix



Extended Range



DCIEM

## ProTec Program Overview

ProTec offers course for technical as well as recreational divers.

- Apnoea program
- Basis program for beginners and advanced scuba diving
- Mixed gas program with Nitrox as entry level for Rebreather and deep diving
- OHE program with wreck and cave diving

### Apnoea program:

Free diving without equipment has become very popular over time. However, it requires physical and mental training. The ProTec Apnoea course program offers an optimal training to the constantly growing number of free divers up to competition level.

### Basic program:

The basic Scuba program offers newcomers the best start to sport diving with a first-class dive training and provide a high quality basement for technical diving. Main levels are Scuba Diver 1 up to Scuba Diver 3. Scuba specialities complete the Scuba program.



## INSTRUCTOR MANUAL DIVING PROGRAM

### Mixed gas program:

The mixed gas program offers a safe alternative to "normal air" breathing with Nitrox course for sport divers. Nitrox is an excellent fundament for SCR & CCR and for extreme deep diving training program as well, like Extended Range, Trimix, Deep CCR.

As a technical diving agency we have a long and intensive experience for all kind of tec-stuff..

### Wreck and cave diving:

The individual steps of the wreck and cave diving programs resemble themselves. There is a first introduction course followed by further training which should give you the possibility to dive into wrecks or caves at famous holiday locations.

For serious amateur explorers, we offer a program for advanced cave or wreck divers.

After some "Specials" and many years of practical experience we offer the possibility to prove your experience together with other professionals in a workshop to qualify as master of your diving speciality.

## **Instructor Manual**

Talking about this info tool you are just reading. All course outlines and standards - diver as well as for instructors - are collected to a file bundle which is called Instructor Manual / Disk / CD, short "IM". In the past, all was stored on a CD, but nowadays we use a web designed version which could be used by any web browser and stored on any media. Parts of it - as single documents - are ready for download at the members area.

The whole "IM" web application might be a bit too large for add on to an email, so we offer FTP download, which is faster too.

Some good FTP program may be downloaded as free version from Internet.

To get connected to our FTP server, please send us an email, asking for FTP access data (will be changed time by time).

Off course, the whole program could be burned to a CD/DVD or USB stick.

## **Course circle for new divers**

Whitepaper: ProTec course circle for new divers.pdf

## **Course circle for new instructors**

Whitepaper: ProTec course circle for new instructors.pdf

## **Course circle for new centres**

Whitepaper: ProTec course circle for new centres.pdf

## **How to use members area**

Whitepaper: ProTec Members Area Access.pdf

## **How to use the code system**

Whitepaper: ProTec code system and certification.pdf

## **Certification and Registration**

This contains all the information necessary for certification of:

- Divers
- Instructors
- Dive Centres

### **Diver certification**

Here you can find all important

- Information
- Forms

for the certification of ProTec diver level.

Information about the certification procedure

Remember the **course check list** has to be completed - one copy goes to the graduate and one remain by the instructor. Each copy has to be signed by the instructor and the graduate.

For an immediate certification please pay attention to the following guidelines.

### **Registration & certification online**

Standard / recommended procedure is done online. There are two main steps.

- The first step is the student (no matter if diver or instructor course candidate) data input. The Instructor should advise all students at the beginning of each course to input their data (at members area login panel) and upload a photo (identification card type) there. When

finished, they will receive a temporary ID, which they should pass to their Instructor for further processing.

- Next step is for the Instructor. Go >diver certification< and type student's temp. ID. Then certification panel with student data is shown. Input certification code, course data and ready done!
- A detail information about Members Area registration & certification program is for download at Members Area.

**Registration & certification via POST/MAIL not possible anymore!**

If any problem concerning the registration form or the certification procedure arise - please contact us by email.

**We are always pleased to help you.**

**Student Registration Form**

**We strictly recommend to use online certification by members area login instead of this excel form.**

This form is only for emergency case if Internet / ProTec members area access is not possible!

See document: StudentRegistrationForm\_DE\_EN\_V11.xlsm

This form collects all the data necessary for certification.

A version of Microsoft Excel (2010 or higher) are required. The completed registration form with a photo of the student attached must be sent to ProTec headquarters by e-mail. Do not convert into Acrobat PDF - send an Excel file.

## Certification kit



The graduates should receive a certification kit to each certification which contains:

- Diver identification card
- Certificate
- A3 Folder
- A6 Folder
- ProTec sticker
- ProTec lanyard with slipcover for the card
- Welcome / information letter
- Manual (optional - if part of the course)
- Diving charts (optional - if part of the course)
- all together inside a ProTec course- bag

Trainer & Centres owner please ask your PCP or HQ about country specific material!

**Caution! Never forget to hand over the completed and confirmed course check list!**

## Instructor - new registration

This contains all the forms and information necessary for certification of any ProTec instructor.



### Instructor application check list

See document: Instructor Application Checklist EN.pdf

Instructor application check list for any new ProTec-Instructor/Trainer. This file is a basic version. The latest version is always online, at members area for download.

### Instructor application form

See document: Instructor Application Form EN.pdf

Instructor Application Form EN for any new ProTec-Instructor/Trainer. This file is a basic version. The latest version is always online, at members area for download.

### ProTec license agreement

License agreement of terms & conditions of any ProTec-Instructor/Trainer. The latest version is always online, at members area and must be accepted in place of a signature as needed.

### Instructor registration form

**We strictly recommend to use online certification by members area login instead of this excel form.**

This form is only for emergency case if Internet / ProTec members area access is not possible!

See document: InstructorRegistrationForm DE\_EN\_V12.xlsm

This form collects all the data necessary for certification.

A version of Microsoft Excel (2010 or higher) are required. The completed registration form with a photo of the student attached must be sent to ProTec headquarters by e-mail. Do not convert into Acrobat PDF - send an Excel file.

### New Instructor set

This set is sent after the registration of a new ProTec of diving teacher (not yet registered as Instructor).

In addition, the New Instructor set contains:

- Certificate(s)
- ID card(s)
- Instructor folders
- Instructor CD with standards available for download online or FTP

- Promotion material (diving centre set)

## **ProTec-Center Registration**

Every ProTec instructor must be staff member of a registered ProTec dive centre to be able to certify students.

Registration for new ProTec dive centre is similar to any new diver registration.

### **Registration & certification online**

Standard / recommended procedure is done online. There are two main steps.

- The first step is the dive centre owner makes the data input. When finished, the owner will receive a temporary ID, which have to be passed to the Instructor for further processing.
- Next step is for the Instructor. Go >centre certification< and type centre's temp. ID. Then certification panel with centre data is shown. Input certification = centre type code and ready done! If the centre owner is an ProTec Instructor he or she could do own centre certification otherwise any active ProTec Instructor may be asked for.
- A detail information about Members Area registration & certification program is for download at Members Area.

### **Center registration form**

**We strictly recommend to use online certification by members area login instead of this excel form.**

This form is only for emergency case if Internet / ProTec members area access is not possible!

See document: CenterRegistrationForm EN\_V11.xlsx

This form collects all the data necessary for certification.

A version of Microsoft Excel (2010 or higher) are required. The completed registration form with a photo of the student attached must be sent to ProTec headquarters by e-mail. Do not convert into Acrobat PDF - send an Excel file.

### **Promotion**

## **LOST ID CARD?**

**Training affirmations** can be demanded at ProTec any time under indication of at least the ProTec member ID or the complete name as well as the birth date and the diving training degree.



## INSTRUCTOR MANUAL DIVING PROGRAM

We send a confirmation of the acquired training/training authorization by e-mail, so please add the exact e-mail address. Be aware of the fact that personal data (name, date of birth and state of training) is sent and it may be accessed by a third party!

If you need a replacement card please order a replacement card certification kit (by email)

Write your name and ID (if known) as well as the desired diving degree (otherwise the highest known level will automatically be assumed). Moreover the (new) postal address for delivery of a spare ID card and/or a spare certificate should be indicated. If you are on vacation please consider delivery times!

Price see certification price list.

### **Certification & Licence price list**

Please check online for latest version.

Changes of the price list will be announced on our members' area at [www.protecdiver.com](http://www.protecdiver.com) or via e-mail.

### **Orders and mode of payment**

Please order annual renewal codes online at members area. For any certification codes please contact your local PCP or - if not exists - ask the HQ for the right PIP.

After you have placed your order you will get a confirmation & invoice.

Always specify invoice number on any fund transmission. No other text needed. Do not send money without!

### **Contact**

ProTec international headquarters

E-mail (general/all purpose) : [contact@protecdiver.com](mailto:contact@protecdiver.com)

Skype: [protec\\_international](https://www.skype.com/en/contacts/voice/protec_international)

Phone Europe +44 020 3239 2002

Phone US +1 202 580 8777



## INSTRUCTOR MANUAL DIVING PROGRAM

### ProTec Internet:

ProTec main portal, organisation overview: [www.protecdiver.org](http://www.protecdiver.org)

ProTec training program and career: [www.protecdiver.com](http://www.protecdiver.com)

ProTec centre & partner network: [www.protecdiver.net](http://www.protecdiver.net)

ProTec promotion & info: [www.protecdiver.info](http://www.protecdiver.info)

ProTec Europe info: [www.protecdiver.eu](http://www.protecdiver.eu) (planned)