

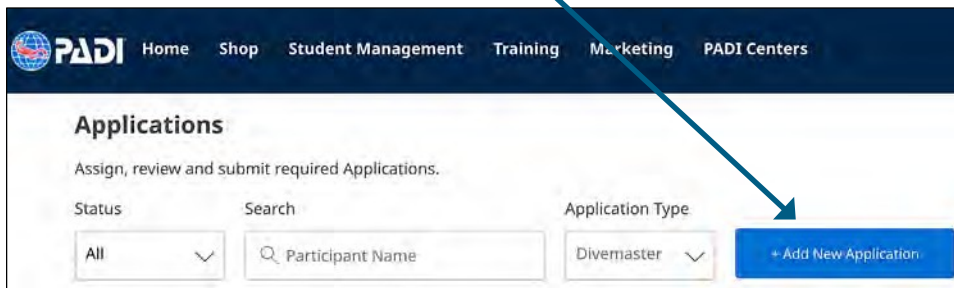
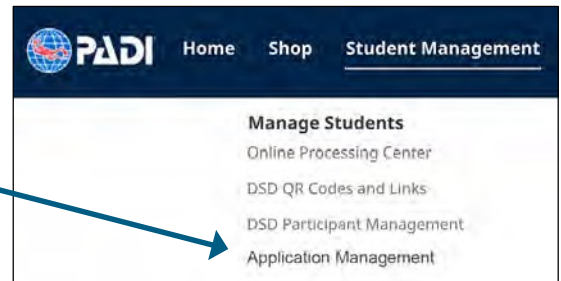


How to Use

The digital PADI Divemaster Application offers a streamlined method to process certification for the newest PADI Pros. You can now manage and process all your diver-level and pro-level certifications in one place – the PADI Pros' Site. Follow these step-by-step directions to easily assign, review and process applications.

Steps to Assign a Digital Divemaster Application

1. Log in to [Pros' Site](#) (either with Dive Center/Resort or Instructor account)
2. Goto **Student Management/Manage Students**
3. Select **Application Management**
4. Select **+Add New Application**



5. Enter the candidate's email address that is associated with the candidate's PADI account.

Add New Application

Applicant Email

Search

PADI account found

Pat E. Bubbler
newdivemastercandidate@email.com

Continue

- Candidates must already have a PADI account. If not, you'll get an "account not found" message. The candidate must create an account before you can assign the application.
- The system will search for the candidate's account and upon finding it, connect it to the application.

6. Select **Continue**, then Continue with Divemaster Application (other applications will be available in the future).

7. Choose who is **Responsible for Payment** – Candidate or PADI Center/Instructor

- If you choose Candidate, select Send Application and an email is sent to the candidate.
- If you choose PADI Center/Instructor you need to designate the **Certification Card** – standard PADI eCard (no additional fee) or PADI AWARE eCard (with required donation). Then select Send Application and an email is sent to the candidate.

Applicant Detail

Pat E. Bubbler

newdivemastercandidate@email.com

Divemaster Application

Status
New

Responsible for Payment

☒ Candidate

☐ PADI Center

Send Application

Payment Method

☐ Credit Card
PADI will email you a secure payment link once the application has been processed.

☐ Wire transfer
PADI Customer Relations will contact you with wire instructions once the application has been processed.

☐ PayPal
PADI Customer Relations will contact you with PayPal instructions once the application has been processed.

☐ Other payment method
PADI Customer Relations will contact you for further information once the application has been processed.

Applicant Detail

Pat E. Bubbler

newdivemastercandidate@email.com

Divemaster Application

Status
New

Responsible for Payment

☐ Candidate

☒ PADI Center

Certification Card

☐ PADI eCard™ (no additional fee)

☒ PADI AWARE eCard™ (donation required)

8. Choose the **Payment Method** – Credit Card, Wire Transfer, Paypal or Other

9. Note that a separate payment link/request for payment will be sent when the application is finalized and submitted.

10. On the **Application Management** page, you'll see the new application on the list. This is where you can check on the status and view the details of all your pro-level applications.

PADI Home Shop Student Management Training Marketing PADI Centers

Applications

Assign, review and submit required Applications.

Status: All Search: Participant Name Application Type: Divemaster + Add New Application

Status	Application Date	Participant	Details
New	01 Aug 2024	Pat E. Bubbler	View

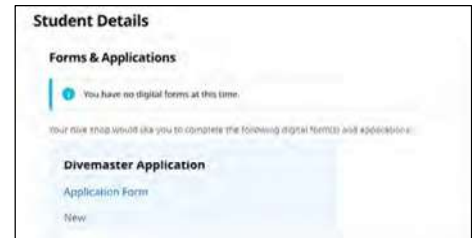
Status—What Does It Mean?

On the Application Management page, the **Status** column shows you where your applications are in the approval and certification process.

- **New** – application assigned and email sent to the candidate.
- **Member Review** – candidate completed their part, application is ready for your review and completion when candidate successfully finishes the course.
- **PADI Review** – you completed and submitted the application for processing.
- **Payment Requested** – email with payment link sent to whomever is responsible for paying the application fee.
- **Payment Approved** – payment received and processed.
- **Complete** – candidate is officially certified and recognized as a PADI Divemaster.

What Your Divemaster Candidate Does

1. From the email they receive, candidates select the link to their application. Upon logging in to their PADI account, they'll see a Divemaster Application waiting for them under **Forms & Applications**.
2. After selecting the form, they start by checking the pre-populated Candidate Information (based on their current PADI account).
 - Candidates must have a photo on file to receive their Divemaster eCard. To upload a photo they can go to their [Profile](#)
 - If not current, candidates can't update their address as directed by going to their [Profile](#)
3. Candidates do need to choose **Teaching Location After Certification** by interacting with a drop down list of countries/territories.
 - This is required because it determines the candidate's PADI Regional Headquarters affiliation and associated currency for the application fee.
4. There is a tab – **Candidate Prerequisites** – with reminders about the PADI Divemaster course prerequisites.
5. If the candidate was designated as responsible for payment, the candidate must choose a **Certification Card** – standard PADI eCard (no additional fee) or PADI AWARE eCard (with required donation) and a **Payment Type**
 - If the PADI Center is responsible for payment, the eCard type is already chosen.
 - Minimum donation for the PADI AWARE eCard is listed, but candidates (and dive shops) may donate more than the minimum.
 - Payment type includes Credit Card, Wire Transfer, PayPal and Other. A payment link/request for payment will be sent once the application is complete.
6. The candidate must read, check and sign the agreement located in the **Candidates Signature** tab.
7. When all is complete, the application status will change to Member Review and you'll receive an email notification.



Divemaster Application

New

Please review and sign your application.

Candidate Information

Important!
Please make sure your information is current. You **must** have a photo uploaded to your profile or you will not be able to receive your eCard. To update your information and upload a current photo, please go to your [Profile](#).

First Name
Pat

Middle Initial
E

Last Name
Bubler

Email
newdivemastercandidate@email.com

Address
123 Main St.
Anytown
California
92688
UNITED STATES

Teaching Location After Certification

Country

Divemaster Application

New

Candidate Information

Candidate Prerequisites

Certification Card

Payment

Candidate Signature

☐ I have read the [Membership Agreement](#), and [License Agreement](#) and hereby consent and agree to the terms and conditions in their entirety. I understand and agree that any criminal conviction on my part involving abuse of a minor or sexual abuse of an adult occurring either during or prior to my membership with PADI, will be automatic grounds for denial or termination of my PADI Membership. I hereby certify that all the above statements are true and correct to the best of my knowledge.

Candidate Signature

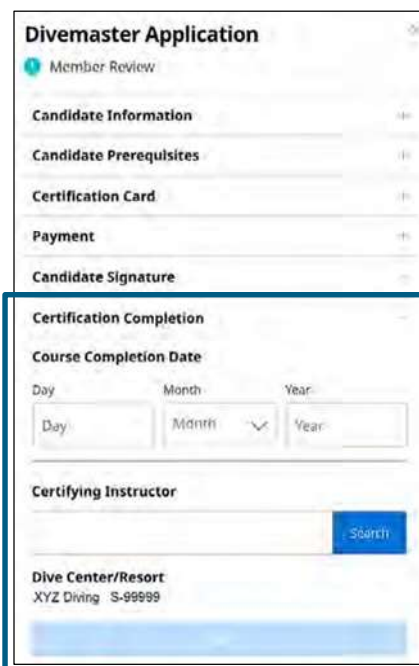
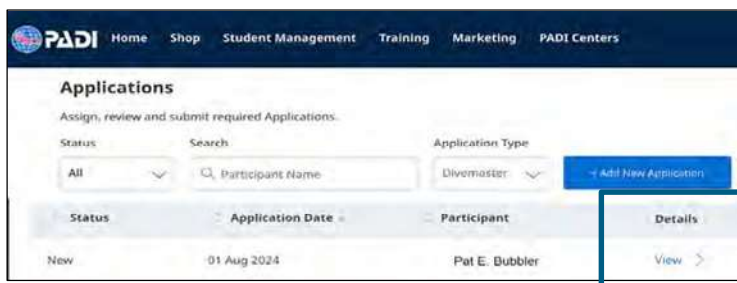
Full Name

01-Aug-2024

I agree this my signature

Steps to Complete a Digital Divemaster Application

1. Log in to [Pros' Site](#) (either with Dive Center/Resort or Instructor account)
2. Goto **Student Management/Manage Students**
3. Select **Application Management** and find the candidate's application in the list or if necessary, use the **Search** function to find application.
4. Under **Details**, select **View**, then View Application.
5. Go to the **Certification Completion** tab to enter:
 - **Course Completion Date** – Day/Month/Year
 - **Certifying Instructor** – Enter number then select Search. Verify that it is the correct instructor's name that appears.
6. Select Next and go to **Instructor Signature**.
 - The instructor must check all four boxes that state the instructor has checked, verified and certifies that the divemaster candidate has met all course prerequisites and certification requirements, has the required materials and the required logged dives.



Instructor Signature

☐ I certify that all prerequisites and certification requirements for the Divemaster candidate named herein have been met as outlined in the PADI Instructor Manual.

☐ I certify that I have obtained, reviewed and confirmed all underlying (prerequisite) certifications for the Divemaster candidate named herein. I further confirm that I will permanently retain copies of such required certifications and any other documents obtained as proof of the candidate's prerequisites having been met for inspection by PADI, should PADI so require.

☐ I certify that the Divemaster candidate named herein has purchased a copy of the PADI Divemaster training materials, or that this requirement can be waived per PADI Standards.

☐ I verify that the Divemaster candidate named herein has 60 logged dives, documenting experience in night diving, deep diving and underwater navigation.

Certifying Instructor Signature

21 Jan 2025

Full Name

☐ I agree this is my signature.

Submit Application

Do not process a certification until all requirements are met.

7. Enter the Instructor's full name and agree to the signature statement.
8. Select Submit Application
9. Please allow for at least 5-7 days for the application to be processed.

What Happens Next?

1. The system does a quick validation check.
 - Does everything on the application seem valid – diver's age, address, etc.?
 - Is PADI Instructor in Teaching status?
 - Is the PADI Dive Center or Resort in good status?
2. If there is a problem – such as the PADI Instructor is in Administrative Hold status due to a recent Quality Assurance issue – the application is placed on hold.
 - PADI Customer Relations will contact the PADI Member and work to solve the problem.
3. If everything is validated, the payment link/request for payment is sent to whomever is responsible for paying.
4. When payment is received, processing is finalized and the new PADI Divemaster is notified.