



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**

PADI Home Shop Student Management

Manage Students
Online Processing Center
DSD QR Codes and Links
DSD Participant Management
Application Management

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

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

Add New Application

Applicant Email: newdivemastercandidate@email.com

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).

Digital Divemaster Application

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

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.

The screenshot shows the PADI Application Management interface. At the top, there's a navigation bar with links for Home, Shop, Student Management, Training, Marketing, and PADI Centers. Below that is a search bar with dropdowns for Status (set to All), Search (Participant Name), Application Type (set to Divemaster), and a '+ Add New Application' button. The main area is titled 'Applications' and contains a sub-instruction: 'Assign, review and submit required Applications.' It features a table with columns for Status, Application Date, Participant, and Details. The first row in the table shows 'New', '01 Aug 2024', 'Pat E. Bubbler', and a 'View' button with a right-pointing arrow.

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 **Candidate Signature** tab.
7. When all is complete, the application status will change to Member Review and you'll receive an email notification.

This screenshot shows the 'Forms & Applications' section of the PADI digital application. It displays a card for a 'Divemaster Application' which is marked as 'New'. Below the card, there are two buttons: 'Application Form' and 'New'.

This screenshot shows the 'Divemaster Application' page. At the top, it says 'New' and 'Please review and sign your application.' Below that, the 'Candidate Information' section is shown with fields for First Name (Pat), Middle Initial (E), Last Name (Bubbler), and Email (newdivemastercandidate@email.com). An 'Important!' note states that a photo is required. The 'Teaching Location After Certification' section shows a dropdown menu for 'Country'.

This screenshot shows the 'Divemaster Application' page with the 'Candidate Signature' tab selected. It displays a checkbox for accepting the 'Membership Agreement' and 'License Agreement', followed by a detailed statement of conditions. Below the checkbox is a 'Candidate Signature' section with fields for 'Full Name' (left empty) and 'Signature Date' (set to '01-Aug-2024'). A checkbox at the bottom right indicates 'I agree to my signature'.

Digital Divemaster Application

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.

The screenshot shows the PADI Student Management interface. At the top, there are links for Home, Shop, and Student Management. Under Student Management, there is a sub-menu for Manage Students which includes: Online Processing Center, DSD QR Codes and Links, DSD Participant Management, and Application Management.

4. Under **Details**, select **View**, then View Application.
5. Go to the **Certification Completion** tab to enter:

The screenshot shows the PADI Applications page. It has sections for Status, Search, Application Type (Divemaster), and Add New Application. Below this is a table with columns for Status, Application Date, and Participant. A row for 'Pat E. Bubbler' is shown with a 'Details' button highlighted by a blue box.

6. Select Next and go to **Instructor Signature**.
7. 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.

This screenshot shows the 'Instructor Signature' section of the application. It contains a heading 'Instructor Signature' with a green checkmark icon. Below it is a list of four statements, each with a checkbox. The statements are:

- 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.

Below these statements is a field for 'Certifying Instructor Signature' with a placeholder 'Full Name' and a date '21 Jan 2025'. At the bottom is a checkbox for agreeing that the signature is valid, followed by a large blue 'Submit Application' button.

Do not process a certification until all requirements are met.

The screenshot shows the 'Divemaster Application' form. The 'Certification Completion' tab is selected. It includes fields for 'Course Completion Date' (with Day, Month, Year dropdowns), 'Certifying Instructor' (with a search bar), and 'Dive Center/Resort' (set to 'XYZ Diving S-99999').

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.