

Horizon Divers Complete Career Catalog



Horizon Divers
Instructor Development Center
100 Ocean Drive, Bldg #1
Key Largo, FL 33037
(305) 453- 3535
Fax: (305) 453- 3511

March 2008
Volume 3

Table of Contents

<p>Introduction..... 3</p> <p> History 3</p> <p> Your Diving Career 3</p> <p> Philosophy of Career Training 3</p> <p> Facility and Location 3</p> <p> Career Placement..... 3</p> <p> Move into the Future..... 4</p> <p> Your Path to the Top 4</p> <p>Course Prerequisites Prior to Instructor Level</p> <p>Enrollment 4</p> <p> Advanced Open Water Diver 4</p> <p> Rescue Diver 4</p> <p> Divemaster 4</p> <p>Continuing Your Education..... 4</p> <p> IDC Prep Course (optional) 5</p> <p> PADI Instructor Development Course (IDC.001) .. 5</p> <p> PADI Instructor Examination (IE)..... 7</p> <p> PADI Master Scuba Diver Trainer (MSDT) Prep .. 7</p> <p> PADI Specialty Instructor Courses 7</p> <p> Emergency First Response (EFR) Instructor 8</p> <p> Divers Alert Network (DAN) Instructor 9</p> <p> PADI Dive Center Operations (DCO) Course 9</p> <p> PADI IDC Staff Instructor..... 11</p> <p> PADI IDC Audit (for Staff Instructors) 11</p> <p> PADI Assistant Instructor (AI) Course (optional to become an Instructor) 12</p> <p> PADI Open Water Scuba Instructor (OWSI) / Instructor Crossover Course 13</p>	<p>Administrative Information and Requirements 14</p> <p> Legal Ownership 14</p> <p> Governing Body 14</p> <p> Faculty 14</p> <p> Description of School Facilities 14</p> <p> Hours of operation..... 15</p> <p> Holidays 15</p> <p> Attendance Policy 15</p> <p> Attire..... 15</p> <p> Conduct..... 15</p> <p> Complaints and Appeals 15</p> <p> Grading 16</p> <p> Counseling 16</p> <p> Student Records 16</p> <p> Student Placement..... 16</p> <p> Housing 16</p> <p> Enrollment Requirements..... 16</p> <p> Registration Fee and Program Payment 16</p> <p> Program Cancellation Policy 17</p> <p> Graduation 18</p> <p> Policy Statement 18</p> <p> Veterans Attendance Policy 18</p> <p> Standards of Academic Progress for VA Students 18</p> <p> Veterans Refund Policy..... 19</p> <p> Veterans Transfer of Credits 19</p> <p>Appendix..... 20</p>
--	---

Introduction

History

Since our inception, Horizon Divers Instructor Development Center has strived to be a leader within the sport diving industry with the help of the Professional Association of Diving Instructors (PADI). Within our international training facility, our programs represent and utilize the most modern training techniques and information available in the dive industry today. Our mission is to educate with integrity and passion, giving our graduates the confidence, professionalism and knowledge to become the best instructors that they can be. Our goal is to become and remain the most respected instructor-training center in the world, by the competency of our graduates teaching the world to dive safely.

Your Diving Career

Congratulations on making the decision to turn your love of scuba diving into a new and exciting adventure. PADI Instructors enjoy one of the most rewarding and fun lifestyles there are. You will get to meet people from all over the world who share the same passion and love as you do for scuba diving. At Horizon Divers, we understand people have many reasons why they want to become PADI Instructors, whether it's full time, part time, or just for personal achievement. Our Course Directors and Staff will pass on a wealth of knowledge and experience to help you to teach people to dive safely. You will see how all aspects of the dive industry work. The Course Directors and Staff will structure your IDC to meet your goals. We want you to achieve your goals and be the best instructor that you can possibly be.

Philosophy of Career Training

Our commitment is to provide you with the most up to date and versatile training program that is available in the industry. We want you to have the confidence to go out and be able to teach diving in a safe and fun way. To do this, certain conditions have to be in place: Your training needs to be in a relaxed atmosphere with individualized attention. Our training center is located in its own complex, which is dedicated to instructor level training. All your training is conducted by our Course Directors and Staff, who will continually encourage and support you during all aspects of your training. People have many different expectations when entering into an IDC. We would like you to allow us the opportunity to exceed those expectations.

Facility and Location

Horizon Divers Instructor Development Center is positioned in the heart of Key Largo, the dive capital of the world. We have some of the best diving to be found and it's only a short boat trip away. We have an ultra modern facility using the latest educational materials. You will get to see and use the latest digital audio/visual presentation equipment that is available. Our classrooms have been designed with your comfort in mind. There are personal dive gear storage areas for all your dive equipment. All of your open water training dives will be conducted in the beautiful National Marine Sanctuary from one of our US Coast Guard approved dive boats, docked right in front of our facility. We are constantly striving to make our facility the most comfortable and relaxed training environment available. Let us take care of all your needs so you can focus on your education.

Career Placement

We have put a great deal of importance in our career placement program. There is a director who will assist you in finding the employment that meets your goals. We have an extensive database of operators who use us for their employment needs. Some dive operators will only use instructors trained by our Course Directors to meet their requirements. This is due to the unique training we provide in preparing our instructors to function in a real world setting. Once you commit to taking your training with us, you will have access to our

placement services and we will start to arrange employment for you upon completion of your training. This service is available to all graduates.

Move into the Future

Begin your adventure by giving us a call. Our Course Directors and Staff will be happy to answer any questions and help you with your arrangements to become a PADI Instructor. If you would like to visit us in person, one of our Course Directors or Staff will be happy to give you a guided tour of our facility.

Your Path to the Top

Advanced Open Water

Rescue Diver

Divemaster

Assistant Instructor (optional)

Instructor Development Course

Master Scuba Diver Trainer

Dive Center Operations Course

IDC Staff Instructor

Master Instructor

Course Prerequisites Prior to Instructor Level Enrollment

Advanced Open Water Diver

This introduces you to the different aspects and environments of diving, while advancing your skills and knowledge.

Rescue Diver

While building on your rescue abilities, this course expands on how to deal with different types of diving accidents and how to prevent those accidents.

Divemaster

This is designed to advance your skills and knowledge to that of a dive professional. The Divemaster rating allows you to supervise diving activities and act as an assistant to a PADI Instructor.

Continuing Your Education

To be truly successful in any career we need to have additional skills beyond the minimum requirements. As a new Open Water Instructor you have the minimum credentials to teach people to dive. You may wish to consider making yourself a more marketable professional. Increasing your marketability is your ticket to success. By having additional skills you are more valuable to your employer and can provide your students with better customer service.

IDC Prep Course (optional)

Program Hours: 8 Days Required: 1

This program is provided for you to refresh your knowledge in dive theory prior to starting your IDC program. Attending this program will build your confidence in the areas of the exam you will take as part of your PADI Instructor Examination. Our goal is not only to provide you with the confidence to pass the five-part theory exam, but also to show you how to teach these five topics.

Course Prerequisites:

1. Enrollment Agreement completed and received by Horizon Divers Instructor Development Center located in the appendix of this catalog.
2. See Course Fees, Books and Materials for required items located in the appendix of this catalog.
3. See Course Dates located in the appendix of this catalog. Private courses are also available; call us to set up a date.

Course Schedule

Morning

Review of Topics
Diving Physics
Diving Physiology
Skills and Environment
Recreational Dive Planners, Table & Wheel
Diving Equipment

Afternoon

Five-part theory exam
Individual help if required

PADI Instructor Development Course (IDC.001)

Program Clock Hours: 80 Days Required: 8

The IDC prepares you with the confidence to effectively teach the PADI system of diver education. It is conducted in a stress free, relaxed environment allowing you to get the most out of your program. We guarantee to provide you with the latest training material and information available. This is a challenging 8-day training program consisting of 31 required training sessions. The program is varied and involves presentation workshops and practice training sessions in the classroom, pool and open water. Upon successful completion, you will receive a diploma and be qualified to attend the PADI Instructor Exam, which is scheduled after our IDC Programs. See the appendix for a detailed IDC schedule.

Course Prerequisites:

1. PADI Divemaster or hold a leadership level certification with another recreational diver training organization.
2. Be at least 18 years old.
3. Be fit for diving and submit a Medical Statement for a diving medical examination conducted within the past 12 months. A licensed physician must sign the form and state that the candidate is fit for diving. The physician signing the form may not be the applicant. (a Medical Statement is located in the appendix of this catalog)

4. Current CPR and First Aid Provider. (within the last 2 years)
5. Have been a certified diver for at least 6 months, have completed and logged at least 60 dives, and have logged 100 dives prior to attending the IE.
6. Complete all (16) IDC Knowledge Reviews located in the IDC Candidate Workbook. Completing Knowledge Reviews may be accomplished by self-study using; The PADI Instructor Manual, Business of Diving, Law and the Diving Professional, The Best of the Undersea Journal and referring to recent Undersea Journal articles in the Instructor Candidate Workbook.
7. Knowledge in Dive Theory to pass a five-part Dive Theory Exam in the areas of Physics, Physiology, Recreational Dive Planners (including the use of the Table and Wheel), Skills and Environment, and Equipment.
8. Submit documentation of any qualifying certification for entry level, advanced, rescue and leadership-level issued by another recreational diver training organization. (PADI Members who have these records on file at PADI do not need to resubmit)
9. Enrollment Agreement completed and received by Horizon Divers Instructor Development Center located in the appendix of this catalog.
10. See Course Fees, Books and Materials for required items located in the appendix of this catalog.
11. See Course Dates located in the appendix of this catalog. Private courses are also available; call us to set up a date.
12. See IDC Schedule located in the appendix of this catalog.

Topics	Clock Hours
IDC.001 Course Orientation	3.0
IDC.002 Learning, Instruction and the PADI System	1.0
IDC.003 Developing Knowledge Development Presentations	3.0
IDC.004 Teaching Project Aware and Peak Performance Buoyancy	1.0
IDC.005 PADI Discover Scuba and Snorkeling Programs	1.0
IDC.006 General Standards and Procedures	2.0
IDC.007 Knowledge Development Presentations [2]	6.0
IDC.008 Teaching in Confined Water	3.0
IDC.009 Standards Exam	3.0
IDC.010 Skill Demonstration Workshop	2.5
IDC.011 Confined Water Presentations [4]	8.0
IDC.012 Conducting Open Water Training Dives	2.0
IDC.013 How to Teach the Recreational Dive Planner	1.0
IDC.014 The Role of Media and Prescriptive Teaching	1.5
IDC.015 Dive Industry Overview	1.5
IDC.016 Legal Responsibility and Risk Management	1.5
IDC.017 PADI Scuba Diver and Open Water Course	1.5
IDC.018 Open Water Teaching Presentations [4]	8.0
IDC.019 Rescue Workshop	5.5
IDC.020 Adaptive Teaching	1.0
IDC.021 PADI Continuing Education Philosophy	1.0
IDC.022 Business Principles of the Dive Professional	1.5
IDC.023 Dive Theory Exam	3.0
IDC.024 Prescriptive Teaching Presentations [2]	3.0
IDC.025 Adventures in Diving	1.0

IDC.026	Specialty Diver Courses and the Master Scuba Diver Program	1.0
IDC.027	Rescue Diver Course	1.5
IDC.028	Adventure Dive/Specialty Dive Workshop	8.0
IDC.029	Divemaster Course	2.0
IDC.030	Diver Retention Programs	1.0
Total Clock Hours		80.0

Clock Hours definition: Time to complete each topic or program

PADI Instructor Examination (IE)

PADI Headquarters holds this 2-day evaluation/examination to test preparedness of instructor candidates. Successfully completing an IDC is a prerequisite to attending. We schedule our Instructor Development Programs to coincide with a local or regional IE. Upon successful completion of the IE you will receive a diploma.

PADI Master Scuba Diver Trainer (MSDT) Prep

Program Hours: 30 Days Required: 3

Master Scuba Diver is the highest non-professional certification a diver can receive. This program will give you the skills, confidence, and ability to teach five specialties required for a diver to reach this level. Our Course Directors and Staff will guide you through the academic and open water skills portions of these specialties. Upon completion you will have met the performance requirements to receive certification as a Specialty Instructor and teach five popular PADI Specialties. Once you have certified 25 divers you qualify for your Master Scuba Diver Trainer Certification.

Course Prerequisites:

1. PADI Open Water Scuba Instructor certification.
2. Enrollment Agreement completed and received by Horizon Divers Instructor Development Center located in the appendix of this catalog.
3. See Course Fees, Books and Materials for required items located in the appendix of this catalog.
4. See Course Dates located in the appendix of this catalog. Private courses are also available; call us to set up a date.

Specialties we teach with this program are:

- Deep Diver Instructor
- Digital Underwater Photographer Instructor
- Enriched Air Nitrox Instructor (must be Enriched Air Nitrox certified)
- Underwater Navigator Instructor
- Wreck Diver Instructor

*These are the most requested specialties from scuba divers. You can replace any of these specialties with another specialty offered if agreed to by the Course Director.

PADI Specialty Instructor Courses

Program Hours: Varies Days Required: Varies

Whether your interest is in underwater photography, wreck, search and recovery, or another area; PADI Specialty Instructor courses prepare you to teach the specialty that interests you. You will receive experience in conducting both academic sessions and open water dives, plus tips on how to market and make these courses come alive for you and your students. Below are a full range of specialties our Course Directors have to offer.

Course Prerequisites:

1. PADI Open Water Scuba Instructor certification.
2. Enrollment Agreement completed and received by Horizon Divers Instructor Development Center located in the appendix of this catalog.
3. See Course Fees, Books and Materials for required items located in the appendix of this catalog.
4. These courses are scheduled individually. Call us to set up a course date.

Choose from:

Boat Diver Instructor

Deep Diver Instructor

Digital Underwater Photography Instructor

Dive Propulsion Vehicle Diver Instructor

Drift Diver Instructor

Dry Suit Diver Instructor

Enriched Air Nitrox Diver Instructor (must be Enriched Air Nitrox certified)

Equipment Specialist Instructor

Fish ID Instructor

Multilevel Diver Instructor

Underwater Naturalist Instructor

Underwater Navigator Instructor

Night Diver Instructor

Search and Recovery Diver Instructor

Trimix Gas Blender Instructor (must be Trimix Gas Blender certified)

Underwater Videography Instructor

Wreck Diver Instructor

Emergency First Response (EFR) Instructor

Program Hours: 8 Days Required: 1

The EFR Instructor Course gives you the skills to effectively teach CPR, First Aid, AED and Care for Children, allowing you to complete further programs for your students and making you more valuable to your employers. During this course you will learn the proper treatment for a variety of medical emergencies. You will do hands on scenario practice in treating emergencies in line with current medical practices. Upon completion you will be able to comfortably teach this valuable course that includes Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillators (AED's).

Course Prerequisites:

1. Current EFR Primary/Secondary Care and Care for Children provider or a Medical Professional or a current CPR/First Aid Instructor.
2. Be at least 18 years old.

3. Enrollment Agreement completed and received by Horizon Divers Instructor Development Center located in the appendix of this catalog.
4. See Course Fees, Books and Materials for required items located in the appendix of this catalog.
5. See Course Dates located in the appendix of this catalog. Private courses are also available; call us to set up a date.

Divers Alert Network (DAN) Instructor

Program Hours: 8 Days Required: 1

Taking the DAN Instructor Core Module and Oxygen First Aid for Scuba Diving Injuries Instructor teaches you to train divers in the administration of oxygen for diving related accidents. Proper administration of oxygen in diving related injuries is crucial for a positive outcome. In this program you will learn the academics of, and receive hands on training in the administration of oxygen for divers. Upon completion you will be able to confidently teach this valuable course and have the core knowledge to participate in other Divers Alert Network (DAN) instructor courses.

Course Prerequisites:

1. Current Scuba Diving Educator.
2. Current CPR Instructor.
3. Current DAN Oxygen First Aid for Scuba Diving Injuries Provider. (This can be done during the Instructor certification process)
4. Current Dan Member. (This can be done during the Instructor certification process)
5. Enrollment Agreement completed and received by Horizon Divers Instructor Development Center located in the appendix of this catalog.
6. See Course Fees, Books and Materials for required items located in the appendix of this catalog.
7. See Course Dates located in the appendix of this catalog. Private courses are also available; call us to set up a date.

PADI Dive Center Operations (DCO) Course

Program Hours: 60 Days Required: 6

This program was developed after surveying many dive operators and finding which additional skills they wanted from a new instructor. We take you through many facets of the dive industry, i.e. compressor operations and maintenance, trimix gas blending, boat handling and crew duties, equipment repair, and general dive store operations. This program is for those who are looking to be one step ahead of the competition when seeking employment. You will gain real life skills in all aspects of the industry to be able to effectively operate at a dive center. It consists of six distinctive specialties including the PADI Dive Center Operations distinctive specialty and five Instructor level specialties. Below is a list of the certifications and details.

Course Prerequisites:

1. PADI Open Water Scuba Instructor.
2. Enrollment Agreement completed and received by Horizon Divers Instructor Development Center located in the appendix of this catalog.
3. See Course Fees, Books and Materials for required items located in the appendix of this catalog.
4. See Course Dates located in the appendix of this catalog. Private courses are also available; call us to set up a date.

Boat Operations

Work with some of the most experienced boat crews in dive boat operations like: preparations before departure, boat handling, tying lines, briefings, and safety equipment.

Orientation to Recompression Chambers

This program is designed to introduce divers to a hyperbaric chamber and the indications for its use through knowledge, skills, and techniques. This program reviews the planning, organization; procedures, potential problems, and hazards associated with a hyperbaric chamber and we include a chamber ride.

Compressor Operations

Learn all about how different types of compressors operate. You will receive hands on training on how to maintain and service them along with learning the proper ways to fill cylinders safely.

Sales, Customer Service and Retail

We will cover the importance of good customer service, positive approach selling, and how to work effectively in the day-to-day running of a dive center.

Trimix Gas Blender

This program develops your ability to blend enriched air nitrox and helium gases using one or more blending methods available for the dive industry.

Boat Diver Instructor

We will show you how to teach this course and include some hands-on skills like evaluating conditions, boat etiquette, and the familiarization of terms.

Equipment Repair and Maintenance Instructor

This is a realistic hands-on training clinic covering all aspects of Scuba equipment. You will learn how to maintain and make repairs on regulators, BCD's, tank valves, etc.

Search and Recovery Diver Instructor

Upon completion of this program you will be able to develop the skills, knowledge, planning, organizing, procedures, techniques, problems, hazards, and fun of search and recovering diving. We will teach you how to teach this course and give you suggestions and skills from a dive operation's point of view including how to start a search and recovery business within a dive operation to gain additional income.

Trimix Gas Blending Instructor

This program further develops your ability and certifies you to teach individuals to completely blend enriched air nitrox and helium gases using one or more blending methods available for the dive industry.

Underwater Video Instructor

This program will familiarize you with basic underwater video hardware, use, maintenance and diving techniques. You will be able to demonstrate safe diving practices while shooting underwater video and be able to instruct in setting up an underwater video system. We will also have you edit and produce an underwater video that tells a story and demonstrates appropriate video technique.

PADI IDC Staff Instructor

Program Hours: 87 Days Required: 9

As an IDC Staff Instructor you will be part of the instructor development process and become a valuable member of a teaching team. This is a 9-day training program consisting of 11 required training sessions and the audit of a complete IDC. The PADI IDC Staff Instructor course is designed to provide PADI Master Scuba Diver Trainers with the additional training necessary to staff PADI Instructor Development programs. This program builds upon the IDC Staff Instructor candidate's experience and abilities as a dive educator while concentrating on developing evaluation and counseling skills. Through independent study, classroom sessions, guided evaluation training and an internship, IDC Staff Instructor candidates learn to teach the PADI Assistant Instructor course and assist with Instructor Development programs.

Course Prerequisites:

1. PADI Master Scuba Diver Trainer.
2. Enrollment Agreement completed and received by Horizon Divers Instructor Development Center located in the appendix of this catalog.
3. See Course Fees, Books and Materials for required items located in the appendix of this catalog.
4. See Course Dates located in the appendix of this catalog.

Topics

Course Orientation

Standards Exam

Dive Theory Exam

Instructor Development Standards, Procedures and Curriculum

Knowledge Development Presentation Pre-assessment

How to Organize and Conduct the PADI Assistant Instructor Course

Confined Water Teaching Presentation Pre-assessment

The Psychology of Evaluation and Counseling

Evaluating Knowledge Development Teaching Presentations

Evaluating Confined Water Teaching Presentations

Evaluating Open Water Teaching Presentations

PADI IDC Audit (for Staff Instructors)

Program Hours: 80 Days Required: 8

Additional experience will be gained in the instructor development process. This is an 8-day training program auditing a complete IDC. By assisting the Course Director we will enhance your evaluation skills and teaching techniques in developing instructor candidates, giving you the skills and knowledge in becoming a Master Instructor or Course Director.

Course Prerequisites:

1. PADI Staff Instructor.
2. Enrollment Agreement completed and received by Horizon Divers Instructor Development Center located in the appendix of this catalog.
3. See Course Fees, Books and Materials for required items located in the appendix of this catalog.
4. See Course Dates located in the appendix of this catalog.

PADI Assistant Instructor (AI) Course (optional to become an Instructor)

Program Hours: 40 Days Required: 4

This program consists of the first half of the IDC and provides you additional experience as a PADI Divemaster and teaches you the PADI System of diver education. When completed you will be able to teach knowledge development (classroom) presentations (under the indirect supervision of a PADI Instructor) and evaluate Open Water Diver surface skills (under the indirect supervision of a PADI Instructor). This is an optional program because it is incorporated into the IDC and it is NOT a prerequisite for the IDC course. This is a challenging and intensive 4-day training program consisting of 14 required training sessions. The program is varied and involves presentation workshops and practice training sessions in the classroom, pool and open water.

Course Prerequisites:

1. PADI Divemaster or equivalent certification or hold a leadership level certification with another recreational diver training organization.
2. Be at least 18 years old.
3. Be fit for diving and submit a Medical Statement for a diving medical examination conducted within the past 12 months. A licensed physician must sign the form and state that the candidate is fit for diving. The physician signing the form may not be the applicant. (a Medical Statement is located in the appendix of this catalog)
4. Current CPR and First Aid Provider (within the last 2 years).
5. Have been a certified diver for at least 6 months and have completed and logged at least 60 dives.
6. Complete all (16) IDC Knowledge Reviews located in the IDC Candidate Workbook. Completing Knowledge Reviews may be accomplished by self-study using; The PADI Instructor Manual, Business of Diving, Law and the Diving Professional, The Best of the Undersea Journal and referring to recent Undersea Journal articles in the Instructor Candidate Workbook.
7. Submit documentation of any qualifying certification for entry level, advanced, rescue and leadership-level issued by another recreational diver training organization. (PADI Members who have these records on file at PADI do not need to resubmit)
8. Enrollment Agreement completed and received by Horizon Divers Instructor Development Center located in the appendix of this catalog.
9. See Course Fees, Books and Materials for required items located in the appendix of this catalog.
10. See Course Dates located in the appendix of this catalog. Private courses are also available; call us to set up a date.

Topics

Course Orientation

Learning, Instruction and the PADI System

Developing Knowledge Development Presentations

Teaching Project Aware and Peak Performance Buoyancy

PADI Discover Scuba and Snorkeling Programs

Knowledge Development Presentations [2]

Teaching in Confined Water

Standards Exam

Skill Demonstration Workshop

Confined Water Presentations [2]

Conducting Open Water Training Dives

How to Teach the Recreational Dive Planner

Open Water Teaching Presentations [2]
Rescue Workshop

PADI Open Water Scuba Instructor (OWSI) / Instructor Crossover Course

Program Hours: 50 Days Required: 5

Those who are crossing over as an Instructor from another training agency or continuing from AI, the OWSI consists of the last half of the IDC and prepares you with the confidence to effectively teach the PADI system of diver education. It is conducted in a stress free, relaxed environment allowing you to get the very best from your program. We guarantee to provide you with the latest training material and information available. This is a challenging and intensive 5-day training program consisting of 24 required training sessions. The program is varied and involves presentation workshops and practice training sessions in the classroom, pool and open water. Upon successful completion, you will qualify to attend the PADI Instructor Examination (IE), which is scheduled immediately after our OWSI Programs.

Course Prerequisites:

1. Be certified as a PADI Assistant Instructor or as a current instructor member in good standing with another recreational diver training organization for at least 6 months.
2. Be at least 18 years old.
3. Be fit for diving and submit a Medical Statement for a diving medical examination conducted within the past 12 months. A licensed physician must sign the form and state that the candidate is fit for diving. The physician signing the form may not be the applicant. (a Medical Statement is located in the appendix of this catalog)
4. Current CPR and First Aid Provider. (within the last 2 years)
5. Have completed and logged at least 60 dives, and have logged 100 dives prior to attending the IE.
6. Complete all (16) IDC Knowledge Reviews located in the IDC Candidate Workbook. Completing Knowledge Reviews may be accomplished by self-study using; The PADI Instructor Manual, Business of Diving, Law and the Diving Professional, The Best of the Undersea Journal and referring to recent Undersea Journal articles in the Instructor Candidate Workbook.
7. Knowledge in Dive Theory to pass a five-part Dive Theory Exam in the areas of Physics, Physiology, Recreational Dive Planners (including the use of the Table and Wheel), Skills and Environment, and Equipment.
8. Submit documentation of any qualifying certification for entry level, advanced, rescue and leadership-level issued by another recreational diver training organization. (PADI Members who have these records on file at PADI do not need to resubmit)
9. Enrollment Agreement completed and received by Horizon Divers Instructor Development Center located in the appendix of this catalog.
10. See Course Fees, Books and Materials for required items located in the appendix of this catalog.
11. See Course Dates located in the appendix of this catalog. Private courses are also available; call us to set up a date.

Topics

Course Orientation
General Standards and Procedures
Standards Exam
Skill Demonstration Workshop
How to Teach the Recreational Dive Planner
The Role of Media and Prescriptive Teaching
Dive Industry Overview

Legal Responsibility and Risk Management
PADI Scuba Diver and Open Water Course
Rescue Workshop
Adaptive Teaching
PADI Continuing Education Philosophy
Business Principles of the Dive Professional
Dive Theory Exam
Confined Water Presentations [2]
Prescriptive Teaching Presentations [2]
Adventures in Diving
Specialty Diver Courses and the Master Scuba Diver Program
Rescue Diver Course
Open Water Teaching Presentations [2]
Adventure Dive/Specialty Dive Workshop
Divemaster Course
Diver Retention Programs

Administrative Information and Requirements

Legal Ownership

Horizon Divers Instructor Development Center LLC is a Limited Liability corporation formed under the laws of the state of Florida. The current officers are:

Dan Dawson, Member
Tom Witmer, Member

Governing Body

The name and address of the governing body is:

Horizon Divers Instructor Development Center LLC
100 Ocean Drive, Bldg 1
Key Largo, FL 33037

Faculty

Course/Training Directors and Staff:

Tom Witmer, Course Director
Dan Dawson, Staff Instructor

Description of School Facilities

The school consists of 2000 square feet in Key Largo, Florida. Accommodations are conveniently located next to the facility. Horizon Divers Dive Center is also on the premises which the IDC utilizes for the boats, marina, gas fill equipment, equipment storage, and equipment repair facilities.

There are 2 indoor classrooms with A/C, windows, nice tables and padded chairs for the study of all programs. We are equipped with a library, Internet access, audio visual equipment and training aids.

In addition to the administrative offices and the classrooms, the school maintains a lunchroom for student's use.

Information will be explained verbally and demonstrated by slides prior to actual hands-on training. The visual aids method of introduction enhances lectures and has proven to be a very effective teaching method.

Hours of operation

The business office is open when the programs are in session. The daily schedule for all programs is subject to change due to; course requirements, outside factors such as weather, and other practical factors. Programs are normally in session:

Monday through Sunday 8:00am to 6:00pm

Holidays

School will not be scheduled on the following days:

New Years Day

Christmas Day

Additional holidays may be declared at the discretion of the Director.

Attendance Policy

You are required to attend all training sessions. Unexcused absences will be considered grounds for dismissal. The training director must approve absences due to illness or emergencies. All training missed due to excused absences must be completed prior to certification. The student will be charged \$40.00 per contact hour (above and beyond the regular tuition) for any private tutoring required to complete missed training. A student arriving after attendance has been taken is considered late and will be marked absent unless the course director considers the reason for tardiness legitimate. Any program time missed beyond 15 minutes must be made up prior to certification. Tardiness is considered a serious breach of school rules. Tardiness on two occasions will result in a formal warning. Tardiness on a third occasion may result in dismissal.

Attire

The everyday attire will be that of a professional instructor, shirts with sleeves and non cut-off shorts are acceptable. Weather can be expected to be comfortable and tropical with daytime temperatures in the spring and summer months to be between 70 and 90 degrees F. Temperatures in the fall and winter can be a bit colder with 60 degrees F. Rain is always possible. Ocean temperatures are: summer and fall between 75 and 85 degrees F., and the winter and spring is between 68 and 75 degrees F.

Conduct

Students are expected to conduct themselves in a professional manner at all times. Students will be subject to immediate dismissal for the following conduct:

1. Possession or consumption of illegal substances during training activities.
2. Abusiveness towards staff or fellow students and foul language.
3. Criminal behavior.
4. Destruction or theft of school property.
5. Gross violations of safe diving practices.
6. Failure to follow instruction from staff members.

Complaints and Appeals

Students may make a complaint or appeal any academic or disciplinary decisions by requesting a meeting with the Director either in person or in writing. A Student must have an interview with the Director and show cause why he/she should be re-instated. The decision of the Director is final.

Grading

All PADI courses are performance based. To be certified the student must master all course requirements specified for that program. Course requirements as specified in the appropriate section of PADI Instructor Manuals are as follows.

For the IDC, students are graded on each of the course components. For academic teaching presentations a passing score of 3.5 of a possible 5.0 points must be obtained. For confined water presentations, a passing score of 3.4 of a possible 5.0 points must be obtained. For open water presentations a passing score of 3.4 of a possible 5.0 points must be obtained. Multiple assignments will be given and graded until these scores are obtained. Homework and trial written exams are given and graded, although these are practice for taking the written academic portion of the PADI Instructor Examinations.

Counseling

Students will receive continual feedback and counseling on their performance during all phases of training. The Course Directors will conduct this with any other appropriate staff. Students who lack skills or demonstrate unsatisfactory performance will be counseled to withdraw from the program. All student-training records will be made available for review. Any student dismissed for unsatisfactory performance or gross violations of school rules may be allowed to re-enroll in subsequent programs with prior approval from the Administrative Directors.

Student Records

Student records will be retained by the school and are available to students upon individual request. Only after written request will records be provided to potential employers.

Student Placement

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquires made to the school from potential employers will be made available to the proper students. The school will assist the student with employment to the best of its ability, but cannot guarantee employment. Horizon Divers will place in the student's folder a statement that records the graduate's place of initial employment.

Housing

Horizon Divers Instructor Development Center can make the necessary arrangements for you at several locations within a short distance. We have types of housing to meet everyone's budget.

Enrollment Requirements

To apply for programs, complete and submit the Enrollment Agreement in the appendix. Send the completed Enrollment Agreement along with the required registration fee to us. Please bring your completed medical statement for the programs required and photocopies of your previous certifications. Admission is taken on a first come first served basis up to and including the first day of the program. When possible the student will receive a course catalog at least 1 week prior to enrollment. Unless otherwise stated as a prerequisite for one of the school programs, the school does not accept as credit previous education or training. Transfer of credit will be given for education or training received from this school.

Registration Fee and Program Payment

A \$100 registration fee is due at the time of submitting the Enrollment Agreement. The registration fee secures your place in the program and is credited towards your tuition. Prior to attending the first program, books and materials must be purchased.

The student has the option of paying the tuition costs: 1) In full prior to attending the first program; or 2) Paying a registration fee before the start of the program and paying the balance the first day of the program.

PADI application fees and PADI IE fees or DAN application fees are not included in the tuition or program fees and must be paid to the particular training agency at the conclusion of the appropriate segment of training.

Program Cancellation Policy

Horizon Divers Instructor Development Center, LLC reserves the right to determine that program or course postponement, cancellation, or facility closure is in its best interest. Affected students shall be notified, as follows:

Program or Course Postponement:

In the event of program or course postponement, student notification shall:

1. Be by telephone and email (as appropriate).
2. Contain an anticipated date that the program or class is scheduled to resume.
3. Contain a provision for the student to delay his or her attendance or receive a refund of tuition and appropriate fees. The refund shall be calculated from the date of notification of program or course postponement or from the scheduled program or course start date, whichever comes first. The refund shall be paid within 30 days of receipt of the student's written request for a refund.

Students who choose to delay their attendance shall be provided additional notification by telephone and e-mail (as appropriate) of the date that the program or course is to resume when that date has been finalized.

Program or Course Cancellation:

In the event of program or course cancellation, student notification shall:

1. Be by telephone and email (as appropriate).
2. Contain a provision for the student to receive a refund of tuition and appropriate fees. The refund shall be calculated from the date of notification of program or course cancellation or from the scheduled program or course start date, whichever comes first. The refund shall be paid within 30 days of receipt of the student's written request for a refund.

Temporary Closure of a Facility:

In the event of temporary closure of a facility, the institution shall **first** notify the Commission for Independent Education (CIE).

Student notification of temporary closure of a facility shall:

1. Be by telephone, email (as appropriate) and the USPS.
2. Contain an anticipated date that the facility is scheduled to reopen.
3. Contain a provision for the student to delay his or her attendance or receive a refund of tuition and appropriate fees. The refund shall be calculated from the date of notification of facility closure or from the scheduled program or course start date, whichever comes first. The refund shall be paid within 30 days of receipt of the student's written request for a refund.
4. Contain a provision for weekly student notification of progress underway leading to the facility reopening.
5. Contain the name and complete contact information for:

Institution director and principle share holder or member of the board of directors of the owning corporation.

NOTE: These should be included as contact persons since in many cases it is unlikely that they have any actual involvement with the operation on the school and CIE.

Additionally, in the event of temporary facility closure the institution shall post a notice on all facility entrances. The notice(s) shall contain:

1. An explanation of circumstances surrounding temporary closure.
2. An anticipated date that the facility is scheduled to reopen.
3. The name and contact information for institution director or representative.

CIE's contact information:

Commission for Independent Education
Florida Department of Education
325 West Gaines St. Suite 1414
Tallahassee, Florida 32399-0400
850-245-3200 – Office
850-245-3238 – Fax

Graduation

A "Diploma" is awarded upon satisfactory program completion, with all monetary obligations to the school made. The school reserves the right to withhold diploma for unsatisfactory attendance, unsatisfactory progress, and failure to adhere to school rules, or nonpayment of monetary obligations to the school.

Policy Statement

Horizon Divers will target individuals that have a Divemaster certification through out the world. We will have a website set up for these individuals to locate us to further there diving education.

Horizon Divers Instructor Development Center does not discriminate regarding race, sex, color, creed, nationality, and/or religion. We also use facilities using reasonable accommodations for applicants with disabilities under federal law. Any denial of individuals into our programs will be documented and retained at our facilities for no less than one year.

Employment agencies will not be used to recruit prospective students. Recruitment at welfare offices, unemployment lines, food stamp centers, homeless shelters, nursing homes, etc are prohibited. No ads will be placed in help-wanted sections, and prospective students will not be led to believe they are responding to a job opportunity.

Horizon Divers will transfer credit from this institution to another institution with the understanding that it is solely the discretion of transferability of the receiving institution.

Horizon Divers Instructor Development Center LLC is licensed by:
Commission for Independent Education
Department of Education

Veterans Attendance Policy

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files.

Early departures, class cuts, tardiness, etc., for any portion of a program will be counted as 1 day absence.

Students exceeding 2 unexcused absences in a program will be terminated from their VA benefits for unsatisfactory attendance.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum score of 3.5 out of 5 points on all presentations and 75% on all exams.

A VA student whose scores and/or exams fall below the above listed qualifications at the end of any evaluation period will be placed on academic probation for the duration of the program. If the VA student's scores and/or exams are still below the above listed qualifications at the end of the program, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining the minimum qualifications listed above.

Veterans Refund Policy

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a program or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the program bears to the total length of the program. The pro-ration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the program.

Veterans Transfer of Credits

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

Appendix

Copy or download information from our website to complete the appendix of this catalog.