

Horizon Divers IDC Catalog



Horizon Divers
Instructor Development Center
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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

Instructor Development Course

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.

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 programs 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.

Administrative Information and Requirements

Legal Ownership

Horizon Divers Instructor Development Center 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 the program, complete and submit the Enrollment Agreement. Send the completed Enrollment Agreement along with the required registration fee to us. Please bring your completed medical statement for the program 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 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

Appendix

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