

10. Course Director Course

10.1 Introduction

The Course Director course is the first module of SDI's Instructor Trainer (IT) development program. This program trains candidates to conduct the SDI Instructor Development Course (IDC) independently. In addition, Course Directors are qualified to conduct the SDI Non-Diving Specialty Instructor course, specialty ratings for SDI Instructors and Assistant Instructors, and conduct administrative professional crossovers. It also prepares candidates for the second module of the program, the Instructor Trainer Workshop (ITW).

10.2 Qualifications of Graduates

Upon successful completion of this course, graduates may:

1. Conduct the IDC portion of an SDI Open Water Scuba Diver Instructor (OWSDI) course.
2. Conduct the SDI Non-Diving Specialty Instructor course.
3. Certify SDI Instructors, Assistant Instructors, and Non-diving Specialty Instructors to teach SDI specialties they hold instructor ratings for. *
4. Conduct administrative professional crossovers.
5. Attend an Instructor Trainer Workshop.

* Certain Specialty Instructor ratings are subject to minimum student numbers being met before IT status is granted.

Note: Course Directors cannot conduct the IEC portion of an SDI Open Water Scuba Diver Instructor course.

10.3 Who May Teach

1. An active SDI Instructor Trainer who has:
 - a. Staffed a full ITW program conducted by an SDI Headquarters appointed Instructor Trainer Evaluator (ITE) within the last two years. The initial program attended to earn the IT rating does not meet this requirement.
 - b. Applied in writing to and been approved by SDI Headquarters Training Department.
 - c. Certified a minimum of 10 SDI Open Water Scuba Diver Instructors at the IDC or IEC level.

10.4 Student to Instructor Ratio

The maximum candidate to instructor trainer ratio for academic, confined water, and open water is 8 to 1 unless otherwise specifically authorized by SDI Headquarters Training Department.

10.5 Student Prerequisites

1. Minimum age 20.
2. Provide proof of 200 logged dives.
3. Be an active SDI OWSDI, or Equivalent, for a minimum of 2 years with no verified quality assurance complaints within the past 12 months.
4. Be an active First Response Training International Adult and Child Emergency Care instructor.
5. Have issued a minimum of 150 SDI (or equivalent) certifications at various levels. Suggested levels as defined below:
6. 100 Open Water Scuba Diver.
7. 25 Rescue Diver.
8. 20 Specialty Diver.
9. 5 Divemaster or Assistant Instructor.
10. Candidate must show verification of using SDI/TDI/ERDI standards and materials to conduct or assist at least 5 full SDI/TDI/ERDI courses.
11. Provide proof of current CPR, first aid, and oxygen provider, where local law permits.
12. Have a current medical examination for scuba diving signed by a licensed physician.

10.6 Course Structure and Duration

Course Structure:

1. Instructor Trainers may structure courses according to the number of candidates participating.
2. The Course Director course may be taught in conjunction with the ITW by SDI Headquarters appointed ITEs only.

Duration:

1. The minimum number of training hours for the Course Director course is 100, of which 40 must be under direct supervision of an SDI Headquarters approved IT; 60 hours

may be credited from pre-course study and staffing an IDC, at the discretion of the Instructor Trainer.

10.7 Administrative Requirements

Administrative Tasks:

1. Collect the course fees from all the students.
2. Ensure that the students have the required equipment.
3. Communicate the schedule to the students.
4. Have the students complete the:
 - a. *SDI Liability Release and Express Assumption of Risk* Form
 - b. *SDI Medical Statement* Form signed by a licensed physician.
5. Verify candidate's number of logged dives and number of students taught
6. Verify no quality assurance (QA) issues for candidate within past 12 months
7. The conducting IT(s) must submit a fully completed SDI Course Director Training Application Form to SDI Headquarters, with all required supporting documentation, for approval **prior to commencement of training**

Upon successful completion of the course the instructor must:

1. Issue the appropriate SDI certification by submitting the following to SDI Headquarters:
 - a. Instructor Trainer Workshop/Course Director Program Evaluation Checklist & Registration Form.
 - b. Instructor Trainer & Course Director Pre-Course Exams.
 - c. Course Director Final Exam.
 - d. Five (5) academic presentation evaluations by candidate.
 - e. Two (2) confined water presentation evaluations by candidate.
 - f. Two (2) open water presentation evaluations by candidate.

10.8 Training Material

Required materials for the Course Director candidate:

1. *SDI Standards and Procedures*.
2. *SDI Open Water Scuba Diver* Digital Instructor Resource.
3. *SDI Open Water Scuba Diver* eLearning Course.
4. *First Response Training International Adult and Child Emergency Care* eLearning Course

5. *SDI Open Water Scuba Diver Instructor* eLearning Course.
6. *Professional Familiarization (Crossover)* eLearning Course.
7. *SDI Confined Water and Open Water Slates*.
8. *SDI Skills Checklist Slate*.
9. Instructor Evaluation Slates.
10. Instructor Academic Evaluation Forms.
11. *Instructor Trainer* Digital Instructor Resource.

For the Instructor Trainer:

1. *Instructor Trainer* Digital Instructor Resource.
2. SDI Standards and Procedures.
3. *SDI Open Water Scuba Diver* Digital Instructor Resource.
4. *SDI Open Water Scuba Diver* eLearning Course.
5. *SDI Confined Water and Open Water Slates*.
6. *SDI Skills Checklist Slate*.
7. Instructor Evaluation Slates.
8. Instructor Academic Evaluation Forms.
9. SDI Course Director Written Examination(s) – available via HQ Training Department.
10. Instructor Trainer Workshop/Course Director Program Evaluation Checklist & Registration Form.
11. Course Director Pre-Course Study Package as listed in Section 8.11.

10.9 Required Equipment

Basic open water scuba equipment as described in section three of this manual.

10.10 Required Subject Areas

In addition to topics taken from other SDI Leadership courses at the discretion of the conducting Instructor Trainer, the following topics, in line with information detailed in the current IT manual, are required to be covered and the candidate's comprehension and ability to convey them are required to be evaluated:

1. Introduction/Workshop Overview.
2. Methods of Instruction.

3. Being a Professional CD/IT.
4. Code of Ethics.
5. Instructor Training.
6. The SDI/TDI/ERDI Instructor.
7. Products and Training Materials.
8. Website Overview.
9. Courses an SDI Instructor Can Teach.
10. Dive Leader Risk Management.
11. Scheduling Options.
12. Leadership Processing.
13. 13. Teaching Rescue Divers.
14. Teaching DM and AI Courses.
15. Business of Diving.
16. Facility Designations.
17. Referral Procedures.
18. Conducting Administrative Crossovers.
19. Teaching Specialty Instructors.
20. 20. Diving Specialty Instructor Programs.

10.11 Required Skill Performance and Graduation Requirements

Presentation and evaluation topics are taken from SDI's Instructor Development program and candidates are required to successfully complete the following skills using SDI Training Material:

Academic:

1. Successfully complete the Course Director pre-course study package which includes:
 - a. Written Standards and Procedures Exam.
 - b. Online OWSDI course.
 - c. Online Professional Familiarization (crossover) course.
2. Present, at a course director quality, a minimum of:
 - a. Two diver level academic presentations. *

- b. Three instructor level academic presentations. *
 - c. Two diver level confined water presentations.
 - d. Two diver level open water presentations.
3. Evaluate a minimum of:
 - a. Two diver level academic presentations. *
 - b. Three instructor level academic presentations. *
 - c. Two diver level confined water presentations.
 - d. Two diver level open water presentations.
 - e. One rescue demonstration.
 4. Successfully pass the SDI Course Director written exam with a minimum score of 80 percent and a 100 percent remediation by the conducting IT.
 5. Show verification of staffing 1 complete SDI IDC.

Pool/ Confined water:

1. Perform a 10-minute survival float, without the use of swimming aids.
2. 400-metre swim on the surface, non-stop, any stroke, without the use of swimming aids, in approximately 12 minutes; swim goggles permitted.
3. 800-metre swim with mask, snorkel, and fins non-stop without the use of arms in less than 17 minutes.
4. Bring a diver, simulating unconsciousness, up from depth, not greater than 6 Metres/20 Feet; at the surface swim them 100 Metres in less than 4 minutes.
5. Candidates must perform, to demonstration quality, skills listed in the SDI Open Water Scuba Diver course.
6. Pool/confined water problem solving.

Open Water:

1. Perform, to demonstration quality, one complete rescue scenario.
2. Candidates must perform, to demonstration quality, skills listed in the SDI Open Water Scuba Diver Course.
3. Open water problem solving.
4. Demonstrate mature and sound judgment concerning student coaching and evaluating.

*** Academic presentation topics selected by the conducting Instructor Trainer may include, but are not limited to, the following subjects:**

1. Diver Level:
 - a. Equipment.
 - b. Physics of Diving.
 - c. Medical Problems Related to Diving.
 - d. Dive Planning, Diving Tables, Personal Dive Computers, Decompression Theory.
 - e. Dive Environment.
 - f. Emergency Procedures, Accident Management, Diver Assistance.
 - g. Recommended Safe Diving Practices.
 - h. Communications.
 - i. Boat Diving.
2. Instructor Level:
 - a. Diving Industry Overview.
 - b. Entry Level and Continuing Education Courses.
 - c. Academic and In-water Lesson Planning and Skills Teaching.
 - d. Dive Planning, Diving Tables, Personal Dive Computers, Decompression Theory.
 - e. Standards and Procedures and Quality Assurance Subjects are to be allocated from topics covered in SDI materials and presented using SDI resources.