12. Instructor Trainer

12.1 Introduction

The instructor trainer workshop (ITW), trains candidates as full evaluators, to conduct the SDI Instructor Evaluation Course (IEC) independently. A corresponding, current instructor level rating must be held for all IT levels, along with minimum student certifications as detailed in this outline.

12.2 Qualification of Graduates

Upon successful completion of this course, graduates may teach and evaluate instructor level courses for all approved levels

1. Instructor Trainers may staff Instructor Trainer Workshops
2. Conduct administrative crossover programs for SDI Professionals
3. Conduct the SDI IT Staff Instructor program

12.3 Who May Teach

This workshop may only be taught by instructor trainer evaluators authorized by SDI Training World Headquarters.

12.4 Student to Instructor Ratio

Candidate to IT ratio is unlimited so long as adequate facility, supplies and time are provided to ensure comprehensive and complete training of subject matter

12.5 Student Prerequisites

1. Minimum age 21
2. Provide proof of 300 logged dives
3. Be an active SDI IT Staff Instructor and have conducted a minimum of 1 instructor development course (IDC)

OR

4. Be an active SDI Open Water Scuba Diver Instructor who has assisted with 1 complete instructor development course (IDC)
5. Have issued a minimum of 200 SDI Diver certifications at various levels, or equivalent, suggested levels as define below:
    a. 150 open water scuba diver
    b. 20 rescue diver
    c. 25 specialty diver
    d. 5 divemaster or assistant instructor

*A minimum of 50 of the required student certifications must be SDI unless authorized in writing by SDI Training Department prior to course commencement

6. Provide proof of current CPR, first aid and oxygen provider, *where local law permits*
7. Have a current medical examination for scuba diving signed by a licensed physician

12.6   Course Structure and Duration

Course Structure:

1. Conducting staff may structure courses according to the number of candidates participating
2. The instructor trainer program may be taught in conjunction with the IT Staff Instructor course by SDI Headquarters appointed staff

Duration:

1. The instructor trainer candidate must complete 100 hours under the direction and supervision of SDI Headquarters.

12.7   Administrative Requirements

Administrative Tasks:

1. All course fees must be paid in full two weeks prior to the start of the course
2. Candidates must have the proper equipment for confined/pool training and open water
3. Communicate the schedule and course content to the candidate(s)
4. Have the students:
    a. Complete the *SDI Liability Release and Express Assumption of Risk* Form
    b. Submit the *SDI Medical Statement* Form signed by a licensed physician

Upon complete of the program the instructor trainer must:

1. Issue the appropriate SDI certification by submitting the appropriate SDI Dive Leader Registration form and other required paperwork to SDI Headquarters

12.8   Required Material

Required materials for the IT candidate:

1. *SDI Standards and Procedures*
2. *SDI Training Materials* as required
3. *SDI Instructor Trainer* Manual

For the Instructor Trainer:

1. *SDI Instructor Trainer* Manual
2. *SDI Standard and Procedures*
3. SDI Training Materials as required
4. IT evaluation form
5. ITW written exam

12.9   Required Subject Areas

In addition to a review of all subject areas required for the IT Staff Instructor course, the following subjects must be covered during the instructor trainer program at the discretion of conducting staff:

1. Documentation required for Instructor/IT Staff Instructor courses
2. How to conduct instructor course, instructor evaluation and IT Staff Instructor courses
3. Regional/Cultural factors/laws affecting dive professionals, ie State, Country
4. Diving Emergency Management
5. Advanced Learning Techniques
6. How Headquarters Determines Equivalency of Standards with other Agencies

12.10   Required Skill Performance and Graduation Requirements

Candidates are required to successfully complete the following, using SDI Training Material, where applicable:

1. Present, to instructor trainer quality, a minimum of:
   a. One classroom presentation on the regional and/or cultural factors/laws which affect the business of scuba diving in their own region.
   b. One classroom presentation on a subject relating to their highest SDI Specialty instructor rating held
   c. One classroom presentation on a subject relating to Diving Emergency Management
2. Evaluate a minimum of 3 classroom presentations.
3. Participate in a minimum of 3 further class discussions related to required subject areas
4. Successfully pass the ITW written examination with a minimum score of 80 percent, with 100 percent remediation by the conducting staff

Note: In addition to the above items all IT candidates must complete all requirements listed in the IT Staff confined and open water required skill performance and graduation

12.11   Policies for All Instructor Trainers

1. Instructor Trainers must be registered with SDI World Headquarters, and respective SDI Regional Office in their country of residence
2. Upon completion of the instructor trainer program, instructor trainers may upgrade to other instructor level without attending another instructor trainer program provided they have remained actively teaching instructor courses
3. Some SDI courses require a minimum number of student certifications at that level before instructors may obtain instructor trainer status for that course. They are as follows:

SDI Level:	Students
CPROX	10
CPR1st	10
CPROX1stAED	10

Scubility	10
Solo	10
VIP	10