

## 3. Non-Diving Specialty Instructor

### 3.1 Introduction

The ERDI Non-Diving Specialty Instructor course is designed to teach non-diving members of a public safety dive team, the knowledge to safely function as an independent instructor of the non-diving specialties listed below:

1. Visual Inspection Procedures
2. ERDI Tender
3. Other non-diving ops components or specialties, i.e. unique specialties, offered by ERDI (subject to headquarters approval)

In order to become an instructor for one of the above courses; a candidate must be certified by a qualified instructor trainer; experience based upgrades are not available. Instructors who hold equivalent certifications with another recognized agency who wish to cross over as a non-diving specialty instructor may do so by applying via current instructor crossover procedures.

### 3.2 Qualifications of Graduates

Upon successful completion of this course, graduates may teach the appropriate ERDI Non-Diving Specialty

**Note:** The candidate may be certified to teach multiple specialties at once, provided all corresponding prerequisites and graduation requirements are met and the instructor trainer conducting the course is qualified.

### 3.3 Who May Teach

An active ERDI Instructor Trainer who is qualified to teach the instructor level specialty the candidate will be teaching after graduation.

### 3.4 Student to Instructor Ratio

#### Academic

1. Unlimited, so long as adequate facility, supplies and time are provided to ensure comprehensive and complete training of subject matter

#### Confined Water (swimming pool-like conditions)

1. 16:1

#### Open Water (ocean, lake, quarry, spring, river or estuary)

1. 10:1

### 3.5 Student Prerequisites

1. Minimum age 21
2. Affiliated with an ERDI facility
3. Minimum of 1 year experience at the user level for the specialty which will be taught after graduation
4. Meet all prerequisites for the corresponding instructor level specialty they will teach after graduation
5. Provide proof of current CPR and first aid certification - **Note:** These courses may be combined with the program by qualified instructor

### 3.6 Course Structure and Duration

A minimum of 20 hours for the entire course; 15 hours must occur under the direct supervision of a current instructor trainer.

### 3.7 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:
  - a. Complete the *ERDI Liability Release and Express Assumption of Risk* Form
  - b. Submit the *ERDI Medical Statement* Form signed by a licensed physician

#### Upon successful completion of the course the instructor trainer must:

1. Complete and submit the appropriate leadership registration form to ERDI Headquarters

### 3.8 Training Material

#### Required Material

1. *ERDI Standards and Procedures* Manual
2. *ERDI Instructor Trainer* Manual
3. *SDI Assistant Instructor* Manual
4. Any materials required by current standards for the specialty being taught after graduation

### **3.9 Required Equipment**

Any equipment required by the current standard(s) appropriate to the specialty being taught by the candidate after graduation

### **3.10 Required Subject Areas**

Instructor trainers may use any additional text or materials that they feel help present these topics. The following topics must be covered:

1. ERDI Standards and Procedures
2. History of ERDI
3. Products and Procedures
  - a. How to place an order
  - b. Registration procedures
  - c. Yearly renewals.
  - d. Liability and insurance
4. Risk Management
  - a. Waivers and releases
  - b. Filling out an accident/incident report
5. Methods of Instruction
  - a. Teaching theory, methods and oral communications
  - b. Lesson preparation
    - i. In classroom
    - ii. Confined water
    - iii. Open water
  - c. Use of training aids
  - d. Home study program, use of knowledge quest
6. Successfully Selling Courses
  - a. Budgeting courses
  - b. Recruiting students
  - c. Organizing and scheduling a course
  - d. Retail sales
7. Instructor Ethics.
8. All Course Content for the Specialty the Candidate will be Teaching after Graduation

### **3.11 Required Skill Performance and Graduation Requirements**

In order to complete this course, the student is required to pass all the following:

1. Present a minimum of 3 academic presentations; a minimum of 15 minutes long , on subjects from the ERDI Specialty they will be teaching after graduation
2. Present a minimum of 2 practical presentations; a minimum of 15 minutes long, on subjects from the ERDI Specialty they will be teaching after graduation
3. Satisfactorily complete all skill performance and graduation requirements for the ERDI Specialty they will be teaching
4. Demonstrate the ability to correctly remediate exam questions with a student
5. Satisfactorily complete the standards and procedures instructor exam
6. Demonstrate mature and sound judgment concerning class planning and execution

### **3.12 Course Credit**

Graduates of the ERDI Non-Diving Specialty Instructor Course may upgrade to other non-diving specialties without completing the full course again. However, all prerequisites, skill performance and graduation requirements for any additional specialty must be met and it must be conducted by a active and qualified instructor trainer.