

8. Course Director Course

8.1 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).

8.2 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

8.3 Who May Teach

1. An active SDI Instructor Trainer who has:
 - a. Completed a full ITW program conducted by an SDI Headquarters appointed Instructor Trainer Evaluator (ITE)
 - b. Applied in writing to and been approved by SDI Headquarters Training Department
 - c. Certified a minimum of 5 SDI Open Water Scuba Diver Instructors at the IDC or IEC level

8.4 Student to Instructor Ratio

1. 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

8.5 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. Have issued a minimum of 150 SDI (or equivalent) certifications at various levels. Suggested levels as defined below:
 - a. 100 Open Water Scuba Diver
 - b. 25 Rescue Diver
 - c. 20 Specialty Diver
 - d. 5 Divemaster or Assistant Instructor
5. Candidate must show verification of using SDI/TDI/ERDI standards and materials to conduct or assist at least 5 full SDI/TDI/ERDI courses
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

8.6 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

8.7 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 water/pool and open water training
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
5. Verify candidates' number of logged dives and number of students taught
6. Verify no quality assurance (QA) issues for candidates 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 completion of the program, the Instructor Trainer 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. Three (3) academic presentation evaluations by candidate
 - e. Two (2) confined water presentation evaluations by candidate
 - f. Two (2) open water presentation evaluations by candidate

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

8.9 Required Equipment

Basic open water scuba equipment for dive leaders, as described in section two of this manual

8.10 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. Introductions/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. 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. Non-Diving Specialty Instructor Programs

8.11 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.