



## Assistant Instructor Course - Program Learning Agreement

Welcome to your PADI Assistant Instructor Course Program (AIC). As a dive professional, you've gained valuable experience by training individuals to dive. This program is designed to enhance your skills and provide you with new tools to use as a PADI Assistant Instructor. During this program, you'll receive an orientation to the PADI system of diver education. Prior to the start of your AIC, you'll need to read and study the program material to ensure you are fully prepared. Signing this Learning Agreement indicates that you are aware of and accept this responsibility as well as the other Assistant Instructor Candidate responsibilities as outlined by this agreement.

**As an Assistant Instructor Candidate in this PADI AIC, you agree to:**

**1. Complete all required pre-work BEFORE the First Class Session including:**

1. No later than three weeks prior to the First Class Session complete the IDC Candidate Information Sheet, email to Course Director so paperwork can be prepared
2. PADI Instructor Development Course eLearning (AI sections) within twelve months of AIC
3. Secure Diver Medical Statement signed by an authorized Medical Professional. Medical must be current within twelve months of AIC with ALL dates (*including Medical Professional's*) in proper PADI date format (dd-mm-yyyy)
4. Provide to Course Director photocopies front and back of non-PADI/EFR initial, advanced, rescue, EFR (or equivalent), and leadership level certifications documentation (minimum Divemaster or equivalent to attend AIC)
5. Submit proof of EFR Primary and Secondary Care (or satisfactory equivalent) training within the past 24 months – only required if non-PADI/EFR
6. Watch PADI Open Water Course Video or videos embedded in the Open Water Diver Course eLearning
7. Bring to First Class Session, proof of more than 60 logged dives

**2. Complete all forms and submit documentation as needed or required before or during the First Class Session. Course Director will prepare most of these documents prior to the First Class session.**

**3. Prior to the First Class Session, read through / complete and thoroughly familiarize yourself with the following:**

1. The *CURRENT* PADI Instructor Manual (can be downloaded from PADI website for all renewed PADI professionals)
2. The PADI's Guide to Teaching and ALL other materials in your IDC Crew-Pak (excluding the recommended but not required Dive Knowledge Workbook Sections)
3. The PADI Pro website; the PADI eLearning Platform and the courses on Platform (ability to navigate the software)

**4. Prior to First Class Session, practice (to achieve demonstration quality) the following:**

1. Twenty-four SCUBA skills (as found in The *CURRENT* PADI Instructor Manual Divemaster Course Dive Skills Section)



2. Rescue Exercises Six and Seven (as found in The *CURRENT* PADI Instructor Manual Rescue Course Exercises Section)
5. **Prior to the First Class Session, ensure that you have and are familiar with all required *CURRENT* materials including (electronic or paper as applicable):**
  1. IDC Crew-Pak ALL contents
  2. *CURRENT* PADI Instructor Manual loaded onto your mobile device or tablet
  3. Open Water Diver Manual paper or digital
  4. Advanced Open Water Manual paper or digital plus Data Carrier slate
  5. Rescue Diver Manual paper or digital plus Accident Management slate
  6. Divemaster Crew-Pak ALL contents paper or digital plus Divemaster slate pack (all slates)
  7. Encyclopedia of Recreational Diving
  8. RDP Table and Manual
  9. eRDP ML and Manual
  10. PADI App loaded onto your mobile device or tablet
  11. Laptop computer if using electronic media
  12. Calculator
6. **Prior to the First Class Session, ensure that you have all required or recommended gear (kit) including:**
  1. Fins
  2. Boots
  3. Gloves (as applicable)
  4. Appropriate exposure protection
  5. BCD with traditional configuration
  6. Regulator set including Alternate Air Source (not exclusively on LPI)
  7. Computer / pressure gauge / depth gauge
  8. Analog compass
  9. Rescue Breathing Mask (fka Pocket Mask)
  10. Mask
  11. Snorkel
  12. Timing device
  13. Cutting device
  14. Audible Signalling Device
  15. Visual Signalling Device (Surface Marker Buoy)
  16. Tanks and weights will be available unless you have and want to use your own
7. **Prior to each Class Session, review the corresponding section(s) of the AIC eLearning to ensure being prepared for the in-class workshop(s).**
8. **Follow all program procedures as set forth by the Course Director / AIC Staff.**
9. **Ask questions about anything not understood.**
10. **Show up for all sessions on time (early); be prepared for all teaching assignments.**
11. **Be open minded and display a professional attitude, appearance, and demeanour during the program.**
12. **Be flexible to schedule changes.**



If you arrive at class without completed assignments, or if you fail to arrive on time, it may be necessary to make up the work and continue the program at a later date. You will be responsible for any additional costs including additional required resources and/or inconvenience this causes. In scheduling and determining additional cost, your Course Director agrees to give every reasonable consideration to unforeseen events such as family emergencies that lead to this situation.

**The Course Director and Staff agree to:**

- 1. Treat you with respect.**
- 2. Start the class as scheduled.**
- 3. Provide a positive learning environment in which to master the program objectives.**
- 4. Answer your questions to the best of their ability.**
- 5. Assist you through learning challenges.**

In a situation where you are unable to meet all program requirements, additional training sessions may be needed. Logistics and costs for additional training sessions are determined on a case-by-case basis.

Assistant Instructor Candidate Signature: \_\_\_\_\_

Date: \_\_\_\_\_