



IDC Staff Instructor Learning Agreement

Welcome to your PADI IDC Staff Instructor Program (IDCS). As a PADI Master Scuba Diver Trainer, 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 IDC Staff Instructor. Prior to the start of your IDCS, 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 responsibilities as outlined by this agreement.

As an IDC Staff Instructor Candidate in this PADI IDCS, you agree to:

- 1. Complete all required pre-work BEFORE the First Class Session including:**
 1. PADI Dive Theory Online eLearning completion within twelve months of IDCS – Imperial or Metric – your choice (Metric is strongly recommended for Physics; either for RDP, etc.)
 2. If you completed your PADI Instructor Development Course (“IDC”) using the 2020 curriculum, review the digital eLearning to refresh your memory
 3. If you completed your PADI IDC with an earlier curriculum, complete the current eLearning within twelve months of IDCS (note that the Diving Knowledge Workbook section is not required but is recommended)
 4. Submit proof of renewed and insured MSDT and EFRI ratings.
- 2. Complete all required registration forms and submit documentation during the First Class Session.**
- 3. If you will need to have a medical professional sign your Diver Medical Form – PADI Form 10346 version 2022-02-01, this must be provided at or before the First Class Session – note: this is only required IF the document so directs (unlike for Divemaster and IDC where a medical professional signature is required regardless of your health status)**
- 4. Additionally, upon signing this document, provide by email the following documents in .pdf format:**
 1. IDC Candidate Information Sheet (in .docx or .pdf format)
 2. From the PADI “Classic” Pro Site “My Account” screen
 1. “Verify My Status”
 2. “My Student Counts”
 3. “My Professional Member Ratings”
- 5. Prior to the First Class Session, read through / complete and familiarize yourself with the following:**



1. The *CURRENT* PADI Course Director Manual – DOWNLOAD to your mobile device or electronic tablet if available
2. The *CURRENT* PADI Instructor Manual – DOWNLOAD to your mobile device and electronic tablet if available
3. The PADI's Guide to Teaching and other materials in the IDC Digital Crew-Pak
4. All contents of the IDC Staff Crew-Pak – excluding Evaluation Videos
- 6. Prior to the First Class Session, ensure that you have all required *CURRENT* materials including (electronic or paper as applicable) - some but not all of these are included on your eLearning platform:**
 1. IDC Digital Crew-Pak ALL contents
 2. IDC Staff Instructor Crew-Pak ALL Contents
 3. IDC Lesson Guides
 4. *CURRENT* PADI Instructor Manual
 5. *CURRENT* PADI Course Director Manual
 6. *CURRENT* Digital Suite (requires that you are a Renewed PADI Member)
 7. Data Carrier slate, Accident Management slate, DM Candidate slate pack, RDP slate
 8. Encyclopedia of Recreational Diving
 9. PADI App loaded onto your mobile device or electronic tablet
 10. Laptop computer or electronic tablet to be able to access electronic media
- 7. 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. Pocket Mask
 10. Mask
 11. Snorkel
 12. Timing device
 13. Cutting device
 14. Audible Signalling Device
 15. Visual Signalling Device (Surface Marker Buoy)
- 8. Follow all program procedures as set forth by the Course Director / IDC Staff.**



9. Ask questions about anything not understood.
10. Show up for all sessions on time or 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.
13. Attend ALL sessions of the IDCS as well as ALL sessions of an IDC.

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.

IDCS Candidate Signature: _____ Date _____