



503-B Harbor Boulevard (US 98)
Destin, Florida 32541
(850) 837-0955

A POST SECONDARY TRADE SCHOOL
PROVIDING TECHNICAL DEVELOPMENTAL TRAINING
FOR INDIVIDUALS SEEKING THE POSITION OF A
PADI OPEN WATER SCUBA INSTRUCTOR

2017 CATALOG VOLUME XVII

Date of Publication - January, 2017

Licensed by the Commission for Independent Education, Florida Department of Education
License Number 2270

Additional Information regarding this institution may be obtained by contacting the Commission at:

325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
Toll Free Number: 888-224-6684

OWNERSHIP

Emerald Coast Scuba, Inc. is a Florida Corporation formed by Anna M. Schmitz, a PADI Master Instructor and Platinum Course Director and Lori Schmitz, a PADI IDC Staff Instructor & Tom Schmitz, PADI Divemaster

ADMINISTRATIVE BOARD

Anna M. Schmitz - Chief Administrator
& Chief Financial Officer

FACULTY

Anna M. Schmitz - PADI Platinum Course Director # CD19504
Full Time Dive Professional Since 1984

CORPORATE OFFICERS

Anna Schmitz – P,S,T
Tom Schmitz - Vice President

TABLE OF CONTENTS

OWNERSHIP	1
ADMINISTRATIVE BOARD.....	1
FACULTY	1
CORPORATE OFFICERS.....	1
PURPOSE.....	2
FACILITIES.....	3
INSTRUCTOR DEVELOPMENTCOURSE.....	4
TOPICS DISCUSSED IN IDC.....	5
GRADING.....	6
COUNSELING.....	6
CONDUCT.....	6
REFUND POLICY.....	6
HOUSING.....	6
STUDENT PLACEMENT.....	6
HISTORY.....	7
STUDENT RECORDS.....	7
POLICY STATEMENT.....	7
SCHOOL SCHEDULE.....	7
ATTENDANCE POLICY.....	7
CANCELLATION POLICY	7
CREDIT FOR PRIOR TRAINING.....	7
TRANSFER OF CREDIT.....	7
STUDENT COMPLAINTS AND GRIEVANCES.....	7
INTERRUPTIONS IN TRAINING/TERMINATION.....	7
TUITION RATES.....	8
MATERIALS AND SUPPLIES	8
2017 SCHOOL SCHEDULE	9
CERTIFICATE OF COMPLETION.....	9

PURPOSE

The Purpose of Emerald Coast Scuba is to provide quality education, personal attention and an enjoyable learning environment to students entering the dive industry as a PADI Open Water Scuba Instructor.

FACILITIES

Emerald Coast Scuba is located in the beautiful resort community of Destin, Florida. Destin is in the heart of the Emerald Coast which spans the Florida Panhandle, from Panama City to Pensacola. Destin, known as the "World's Luckiest Fishing Village" is the home to one of the largest fishing fleets in Florida. Mother Nature has blessed the coast with 24 miles of Appalachian Quartz sand, enabling us to claim some of the whitest beaches in the world as our own. The emerald green waters are home to hundreds of natural limestone reefs and wrecks, providing divers with some of the best diving in the world.



WHERE THE CLASSES ARE HELD

Academic sessions are held in Emerald Coast Scuba's classroom. The comfortable surroundings offer a professional setting for the professional diver. The 600sf classroom is equipped with a complete audio visual system, aquatic oriented reference library, private counseling room, coffee center and rest-room. A continental breakfast is served each morning, and a host of quality restaurants, as well as fast food are within easy walking distance.

THE POOL

You will train in the 14 foot deep swimming pool located just outside the classroom. The saline pool is heated for year round comfort, with showers and bathrooms located at the water's edge. Ascent lines, hula-hoops and other aids are placed throughout the pool giving students the chance to practice buoyancy skills, ascents, descents and other important diver skills.

OPEN WATER DIVES

Open Water dives will take place in the Gulf of Mexico on one of the many reefs and training sites only minutes from the beach. There are several professionally operated dive boats at the school's disposal. All employ a qualified crew of Captain and Divemaster to ensure your safety and enjoyment on the trips. In the case of inclement weather, freshwater springs are located only 60 minutes away, in Ponce DeLeon, Florida. These sites have both clear water and training platforms, making them ideal for classes of all levels.

COURSE DIRECTOR



Anna Schmitz is the dedicated Course Director conducting the Instructor Development Courses at Emerald Coast Scuba. Anna began her career in the Dive industry in 1984 when she began teaching diving in Destin. After training and certifying more than 1,800 divers, she decided to share her knowledge and experience with other Divemasters and Instructors. She attended the PADI Course Directors training Course in Santa Ana California in 1989 and has been actively teaching a variety of PADI Instructor level courses since. Anna is well known in the Dive Industry as a sincere, dedicated, and knowledgeable diving professional. She consistently strives to provide quality education, personal attention, and an enjoyable learning environment for all her programs. She takes a special interest in her students, realizing they are the future professionals in the Dive Industry. As often as possible, Anna will attend the Instructor Examination (IE) with you, simply for support. Her familiarity with the IE will ensure that you are as prepared as possible to attend the IE.

Instructor Development Course

BECOME A PROFESSIONAL DIVING INSTRUCTOR!

Becoming a PADI Open Water Scuba Instructor is a two part process. The first phase is attending the PADI **Instructor Development Course (IDC)**. The second phase is attending and passing the PADI **Instructor Examination (IE)**.

The PADI IDC is an extensive preparatory and development program for PADI Divemasters wanting to become PADI Instructors. The training takes place in two phases, over 7 – 8 days, and consists of knowledge development sessions in the classroom, practical skill development in the pool and open water. As an IDC candidate, you will give several practice presentations which will be evaluated by a qualified IDC staff. This evaluation is consistent with the evaluation you will receive at the IE. Therefore, you have a good idea of how you'll perform at the IE prior to attending the exam. Those successfully completing the course will earn a Certificate of Completion, which will qualify you to attend the PADI IE. At the conclusion of the IDC, the Course Director will make a recommendation on whether or not you are ready to attend the IE. The IE is conducted by PADI Headquarters Staff Examiners.

ENTRANCE REQUIREMENTS

To enroll in the PADI IDC, a candidate must:

- 1 Be at least 18 years of age
- 2 Be certified as a PADI Divemaster, PADI Assistant Instructor or a current Instructor with another agency
- 3 Be in good physical condition and submit a diving medical, signed by a physician stating that the candidate is fit for diving. The medical cannot be signed by the candidate and must be current within one year.
- 4 Have been a certified diver for at least six months.
- 5 Have logged at least 60 dives – with 100 logged required to participate in the PADI IE.
- 6 Be certified as an Emergency First Response Instructor.

Important Note: Candidates should enroll at least 2 weeks prior to the starting date of the IDC. This will allow ample time to prepare for the course. Enrollment is complete when the candidate submits an Enrollment Form, IDC Application and a \$100 registration fee. Candidates who do not meet entrance requirements will not be admitted.

REQUIRED MATERIALS & SUPPLIES (Consult current price list)

PADI Open Water Diver
Manual Adventures in Diving
Manual Rescue Diver Manual
Divemaster Manual
PADI Instructor Manual
PADI Specialty Instructor Manual
PADI's Guide to Teaching
The Law & the Diving Professional
The Business of Diving
Recreational Dive Planner (e-RDPml)
Cue Cards – Confined, OW, AOW, RES
3 Quizzes & Exam booklets

SCUBA GEAR: Each candidate must use their complete, personal kit

TOPICS DISCUSSED DURING THE IDC

1	Orientation & Registration.....	2.5 hrs.
	An overview of what is expected in class and completion of documentation required	
2	Dive Industry Overview.....	2.5 hrs.
	An introduction to where the industry is today	
3	Learning, Instruction and the PADI System.....	2.0 hrs.
	An overview of how PADI's Instructional System works	
4	Developing Knowledge Development Presentations.....	1.0 hrs.
	A workshop on how to teach Knowledge Development Presentations	
5	Teaching Project Aware & Peak Performance Buoyancy.....	2.5 hrs.
	An overview of how to teach two basic portions of the PADI System	
6	PADI Discover Scuba & Snorkeling Programs.....	2.0 hrs.
	A presentation on how to teach these two non-certification experiences	
7	Teaching in Confined Water – Techniques & Preparation.....	1.0 hrs.
	A pre-hands-on presentation for confined water skills	
8	Confined Water Skills - Teaching Workshop (pool).....	2.0 hrs.
	An actual hands-on teaching workshop in confined water	
9	General Standards & Procedures.....	2.0 hrs.
	A presentation on PADI's proven standards and procedures for educating divers	
10	The PADI Continuing Education System Philosophy.....	1.5 hrs.
	A presentation on how PADI ties continuing education to previous education	
11	Advanced Open Water Workshop (Open Water).....	3.0 hrs.
	A hands-on workshop on how to teach open water skills to divers	
12	How to Teach the Recreational Dive Planner.....	1.5 hrs.
	A presentation on how to teach divers to plan their dives and dive their plan	
13	Teaching Children.....	2.5 hrs.
	A presentation on how to teach children and the special considerations to be discussed with parents and young divers	
14	PADI Rescue Diver Program.....	1.0 hrs.
	A presentation on how to teach the Rescue Diver Course as well as how to promote this important step in a divers training	
15	Rescue Diver Workshop (Open Water).....	1.5 hrs.
	A hands-on workshop on how to teach Rescue Diver skills	
16	Conducting Open Water Training Dives.....	2.0 hrs.
	A presentation on how to teach Open Water dives and the importance of following PADI standards and procedures	
17	PADI Specialty Diver Programs & MSDT.....	1.5 hrs.
	A presentation on how to teach specialty ratings and the continuing education requirements for instructors who teach them	
18	PADI Divemaster Course.....	1.5 hrs.
	A presentation on how to teach this first step to becoming a PADI professional and the importance of being a proper mentor	
19	Diver Retention Programs.....	1.0 hrs.
	A presentation on how to keep divers coming back for training and dive experiences	
20	The Role of the Media & Prescriptive Teaching.....	1.0 hrs.
	A short overview of how PADI's extensive media library helps you teach	
21	Business Principals for the Dive Professional.....	1.0 hrs.
	An introduction to conducting business as a Dive Professional	
22	Candidate Teaching Presentations – classroom.....	8.5 hrs.
	Hands on classroom presentations	
23	Candidate Teaching Presentations – pool.....	9.0 hrs.
	Hands on pool presentations	
24	Candidate Teaching Presentations – open water.....	5.0 hrs.
	Hands on open water presentations	
25	Review class & pool (800 yd. Swim, rescue of unconscious diver, skill review, pre-assessment exams....	5.0 hrs.
	Question and Answer period and an Instructor Skill Evaluation (OPTIONAL)	
26	Closing remarks & administration.....	1.0 hrs.
	Final Question and Answer period and completion of final administrative requirements for Instructor Examination	

Attendance at the Review (025) is optional but highly recommended. Therefore, the course could be between 60-65 hours. However, all PADI courses are PERFORMANCE BASED, not time based.

Note: The course numbers are comprised of numbers that represent topics presented during the program. However, the sequential order is at the discretion of the Course Director. One clock hour is equal to approximately 50 minutes of Instructor-led training plus an appropriate break.

Administrative Information

GRADING

Because PADI courses are PERFORMANCE BASED, candidates are required to demonstrate mastery of all requirements of all programs. These requirements are specified in the PADI Instructor Manual. As a guideline, candidates will be given a score on their performance by a staff member. These scores are on a 5 point scale, with the following interpretation:

- 5 - Excellent
- 4 - Good
- 3 - Average
- 2 - Below Average
- 1 - Unacceptable

In addition, in order to graduate; the candidate is required to attend all sessions and earn at least one passing score (3.5 out of 5) in each teaching area (classroom, confined water and open water). There is no maximum number of attempts for the candidate to reach the passing score. The candidate must also score a 75% out of 100 questions (questions are 1 point a piece), or higher on the PADI Dive Theory exam. If a candidate cannot reach the acceptable score by the end of the program, they will be allowed to participate in a future program, at half the tuition of the initial program, with the administrator's approval.

COUNSELING

Candidates will receive continuous feedback on their performance. They are provided with tips and suggestions on how to improve their score. Counseling will be conducted by the Course Director or other qualified staff.

CONDUCT

Students are expected to conduct themselves in a professional manner. They shall at all times:

1. Be neat in appearance and dressed appropriately for all sessions.
2. Display proper diving procedures and etiquette, emphasizing safety at all times.
3. Maintain a positive mental attitude, high degree of motivation; display a courteous, friendly and cooperative attitude towards other candidates and staff.

If the Course Director or Staff Instructor feels a candidate's conduct is not acceptable, the candidate will receive private counseling and given a warning. If the candidates conduct does not improve, it is within the authority of the staff to dismiss the candidate.

REFUND POLICY

Should a student need to cancel his/her enrollment for any reason, a refund will be made according to the following schedule:

1. All monies will be refunded if the applicant is not accepted by the school OR if the applicant cancels within 3 working days after signing the Enrollment Agreement & making the initial deposit.
2. Cancellations after the third business day, but before the first day of class, will result in a refund of all monies paid with the exception of the registration fee.
3. Cancellation must be made in person or by mail.
4. Cancellation after attendance has begun, but prior to 50% completion of the program will result in a pro-rated refund computed on the number of hours completed to the total number of course hours.
5. Cancellation after completing 50% of the program will result in no refund.
6. The termination date for refund computation purposes is the last date of actual attendance of the student unless earlier written notice is given.
7. Refunds will be made within 30 days of termination or receipt of cancellation.
8. Payment is due in full by the start date of the course. No financial aid programs are available through the school.

HOUSING

The staff will be happy to assist out of town students with accommodations. Telephone numbers and general information about several nearby hotels and condos will be provided to students upon request.

STUDENT PLACEMENT

The staff will assist students in need of work with current contact information. Most of these requests will be handled through the PADI placement service. The school also receives several inquiries from established dive centers around the world seeking promising associates. Every possible effort will be made to connect the interested parties, however no guarantees are made.

HISTORY

The school was formed in 1999, in response to the increasing need for quality Instructor level training in North Florida. The school is the realization of Anna Schmitz's dream of sharing her numerous years of experience with other dive professionals. It is her sincerest effort to provide high quality dive education to assist those with a dream of their own – in excelling in the dive industry.

STUDENT RECORDS

Records of academic progress are permanently maintained by the school. Students have access to their file upon request and may copy these records for their personal files. Records of academic progress are furnished to the student.

POLICY STATEMENT

This school does not discriminate regarding race, sex or creed. Reasonable attempts will be made to accommodate students with disabilities. If however, a student is unable to demonstrate the required performance requirements, that student will not qualify to attend the IE. (Instructor Examination) until such time the student is able to meet the stated requirement. The staff recognizes that every student has strengths and weaknesses; therefore, every attempt will be made to assist students through challenges.

SCHOOL SCHEDULE

A typical school day is as follows:

8 a.m. – 12 p.m. = classroom academic development

12 p.m. – 1 p.m. = lunch break

1 p.m. – 4 p.m. = classroom academic development

4 p.m. – 9 p.m. = pool session, confined water development

THE SCHOOL WILL NOT BE OPEN ON THE FOLLOWING HOLIDAYS: NEW YEARS DAY – THANKSGIVING – CHRISTMAS

Consult the schedule sheet for the starting dates of individual classes. Private classes are available upon request.

ATTENDANCE POLICY

Due to the nature and duration of the courses, students are to attend all required curriculum modules when presented by staff. The programs will not allow for leaves, absences, class cuts, or tardiness. Absences due to emergencies or illness must be approved by the Course Director. Training missed due to unexcused absences will result in an additional \$30 per hour make-up fee. Make-up work must be completed prior to the issuance of any certificate.

CANCELLATION POLICY

In the event the school cancels a course, all monies paid by the student will be fully refunded within 30 days.

CREDIT FOR PRIOR TRAINING

Credit for prior training will be evaluated and granted if appropriate. Candidates need to have the PADI Candidate Training Record (product #10525) provided and signed by a PADI Course Director. The form is considered current for 1 year from the last date signed. No more than 25% credit for previous training may be used. Form 10525 should be provided to the receiving course director, who will review and evaluate scores from previous training. A recommendation will then be made to the student on the remaining requirements that need to be completed.

TRANSFER OF CREDIT

Transferability of credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

STUDENT COMPLAINTS AND GRIEVANCES

1. If a disciplinary action has been taken against a student and that student disagrees with that action, they may go to the Course Director unless the Course Director is the party invoking the disciplinary action. If that is the case, the Chief Operation Officer would make the final decision in regard to said action after reviewing all relevant information.
2. If an academic grade is given to a student and that student disagrees with said grade, they may go to the Course Director to dispute the grade. The final decision rests with the Course Director unless the Course Director is the party invoking the academic grade. If that were the case the Chief Operation Officer would make the final decision in regard to said grade after reviewing all relevant information.
3. Complaints and appeals shall be made to the Course Director within 7 days of completion of the course. The student will be allowed a private meeting with the Chief Operation Officer and a decision will be made to the student within 24 hrs.

INTERRUPTIONS IN TRAINING/TERMINATION

A student is not terminated for failure to learn the required skills. A Student that has not successfully obtained the required passing scores for each course component is encouraged to attempt these presentations again. If a Student fails to achieve the passing grade by the end of the course, he or she is counseled by the Director as to the advisability of continuing, and a certificate of completion may not be awarded. If a passing score is not achieved by the end of the course, 3 private remedial sessions will be provided at no additional fee. More than 3 private sessions will be billed at \$75 per hour. Attendance at one future

IDC is at a flat fee of \$300. Attendance at more than one future IDC is at full tuition fee. A Student that has cancelled or has been terminated and desires to reenter the program of study must notify the School and follow the required admission procedures. A Student that was terminated for any reason must have an interview with the Director and show cause why he/she should be re-instated. The decision of the Director is final. There is no fee to re-enter the program.

TUITION RATES

Instructor Development Course..... \$1195.00

MATERIALS, SUPPLIES

PADI Instructor Manual (70120)..... \$165.35
PADI's Guide to Teaching (70513)..... \$245.85
Open Water Diver Manual and RDP Table (70142)..... \$65.50
Adventures in Diving Manual (70014)..... \$52.95
Adventures in Diving Instructor Cue Cards (60296)..... \$57.65
Rescue Diver Manual and Workslate (70080)..... \$51.40
Rescue Diver Instructor Cue Cards (60205)..... \$91.45
PADI Divemaster Manual (60305)..... \$49.00
eRDPml with instructions (70031)..... \$42.90
Aquatic Cue Cards - Confined Water (60194)..... \$57.65
Aquatic Cue Cards - Open Water (60202)..... \$43.65

Quiz and Exam Booklets:

 Open Water..... \$12.00
 Rescue Diver..... \$10.00
 Divemaster..... \$13.00
Encyclopedia of Recreational Diving (70034)..... \$60.30
Diving Knowledge Workbook (70214)..... \$27.40
Confined Water Lesson Prep Slate (60573)..... \$19.75
Open Water Lesson Prep Slate (60571)..... \$19.75
Open Water Prescriptive Lesson Guide CD-ROM (70852)..... \$178.00

***Make it easy on yourself by ordering everything you need in the IDC Crew Pack
(Comes in a PADI Backpack)...(60134)..... \$958.60

Note: Program tuition includes non-refundable Registration Fee. They do not however, include books, lodging, personal equipment, or transportation. PADI fees NOT INCLUDED are the \$169.00 PADI IDC registration fee, and the \$675.00 examination fee. Boat trips are included as needed. Springs may have additional dive fees.

Call 850-837-0955. Most orders are shipped that day. Major credit cards as well as checks or cash are accepted. The UPS or postal fee will be added to your total.

Emerald Coast Scuba

2017 Schedule

Instructor Development Course – IDC CLASS START DATES

IDC	March 25 - 31	Examination	April 1 - 2
IDC	May 13 - 19	Examination	May 20 - 21
IDC	October 14 -20	Examination	October 21- 22

Note: Registration is required for all courses. Please call to confirm as dates are subject to change.

CERTIFICATE OF COMPLETION

A certificate of completion will be awarded to each candidate who attends all portions of the IDC and earns passing scores on each of the following areas:

1. Knowledge Development Presentation
2. Confined Water and Open Water Teaching
3. Dive Theory Exam