

# **PURA VIDA DIVERS, L.L.C.**

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## **PADI Five Star Instructor Development Dive Resort**

**2010  
CATALOG  
Volume 1**

Licensed by the Commission for Independent Education  
License Number 3879

Additional Information Regarding this information may be obtained by contacting the  
Commission at: 325 West Gaines Street, Suite 1414, Tallahassee, FL 323099-0400  
Toll Free: 888 224 6684

## **OWNERSHIP**

Pura Vida Divers, L.L.C. is owned by Shana Phelan and is a corporation formed under the laws of the State of Florida.

## **ADMINISTRATION**

Dean Shuler  
Shana Phelan

President  
Chief Operating Officer

## **FACULTY**

Barbara DeClerque  
Shana Phelan  
Dean Shuler

PADI Course Director # 37891  
PADI Instructor # 161336  
PADI Instructor # 152935

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### **Statement of Purpose and Philosophy**

Scuba Diving is like nothing on Earth, and we believe that introducing people to this amazing new underwater world is a privilege more than a job.

During your Instructor Training at Pura Vida Divers, you will work hard...you will learn new skills and techniques... And you will have fun in a safe and exciting environment! Our purpose is to provide you with the highest level of professional skills and knowledge needed to enter the dive industry as PADI Open Water Scuba Instructors.

## **Introduction to: PURA VIDA DIVERS, L.L.C.**

### **History and Facilities**

Since our inception in 2002, Pura Vida Adventures, Inc has served the Palm Beach area recreational diving community with quality dive instruction, retail dive equipment, and world-class dive charters. Pura Vida Divers, L.L.C. was created to work hand in hand with Pura Vida Adventures, offering the highest quality Instructor Development Training in the Palm Beaches and South Florida. Utilizing our spacious classrooms, retail facility and office complex, Pura Vida Divers, L.L.C. is dedicated to providing you with the finest instructor training.

Our School is located on Singer Island, the barrier island just north of Palm Beach, in Florida's Palm Beach County. Because the rich currents of the Gulf Stream come closest to Florida right here in Palm Beach County bringing amazing schools of fish and large animals, we firmly believe this area hosts the best diving in Florida!

Since the most important aspect of diver training takes place in the open water, Pura Vida Divers, L.L.C. is fortunate to be located one block from the warm, clear waters of the Atlantic Ocean. All of your open water training is conducted in these pristine dive conditions from either the shore or from our dive boat, Sirena. Confined water activities are conducted either in a nearby pool or in confined open water from the shore.

Our facility has two classrooms, a small classroom (18.5 ft x 10.5 ft) for private sessions, and a larger classroom (19.5 ft x 18.5 ft) for group training. In addition we have storage lockers for your equipment and a shower and changing area. We also provide high speed wireless internet at the school and a computer that is available for students to access their personal email.

Pura Vida Divers, L.L.C. is licensed to conduct Scuba Instructor Training by the Commission for Independent Education, in the State of Florida, and by PADI Americas.

## COURSE DIRECTOR

Our Course Director is Barbara DeClerque who has been training divers since 1984 and PADI Instructors since 1995. She has an extensive background in recreational scuba diving and many years of experience teaching recreational and professional dive courses.

Barbara previously conducted Instructor Training in Florida, the Bahamas and the US and British Virgin Islands. Realizing the need for quality professional level training in the Palm Beach area, Barbara was instrumental in the formation of our Instructor Development Center.

Feel free to contact Barbara personally about any questions you might have regarding the IDC or your future career as a PADI Instructor. She can be reached by email at [Barbara@PuraVidaDivers.com](mailto:Barbara@PuraVidaDivers.com) or at 888 WPB DIVE.

## **PADI INSTRUCTOR DEVELOPMENT COURSE**

In order to become a **PADI Open Water Instructor** a qualified student must successfully complete the **Instructor Development Course (IDC)** and then attend and pass the **PADI Instructor Exam (IE)**

The IDC can be entered at any level provided you meet the entry requirements. After successful completion of the PADI Instructor Examination (IE), PADI will award candidates its Open Water Scuba Instructor certification.

The complete PADI Instructor Development Course is an 8-day program designed to prepare qualified candidates to become PADI Instructors. The first two days can be completed on-line via eLearning . The IDC is divided into two segments. The first is the Assistant Instructor (AI) course and the second is the Open Water Scuba Instructor (OWSI) course. Together the two courses encompass the entire IDC. Both courses must be completed before attending the PADI Instructor Exam (IE). Each segment can be scheduled as a stand-alone course or completed all at one time.

### **ADMISSION REQUIREMENTS:**

To enroll in the PADI IDC a candidate must:

1. Show proof of PADI Open Water, Advanced, Rescue and Divemaster certifications or equivalent certification from another training organization.
2. Be a certified Open Water Diver for at least 6 months
3. Be certified as a First Aid and CPR Instructor.
4. Provide a PADI Diving Medical Statement signed by a physician within the last 12 months.
5. Show proof of at least 60 logged open water scuba dives.
6. Be at least 18 years of age.

To apply, submit the "Enrollment Agreement" contained in your information package and the required deposit to Pura Vida Divers, L.L.C. along with photocopies of all appropriate prerequisite certifications. Enrollment is taken on a first-come/first-serve basis up to and including the first day of class.

You are requested to bring with you to Orientation the completed (and signed by a Physician) "Medical History Form" which is contained in your information package. You also need to bring your logbook or proof of diving experience and all appropriate prerequisite certification cards. No advanced standing or waiver of prerequisites will be made for prior experience.

### **Required Materials (current edition)**

PADI Instructor Manual  
PADI's Guide to Teaching  
PADI Specialty Course Instructor Manual, or these specialty instructor guides: Peak Performance Buoyancy, Project AWARE and AWARE-Coral Reef Conservation  
Diving Knowledge Workbook or eRecord for Dive Theory Online  
Encyclopedia of Recreational Diving  
PADI Open Water Diver Manual  
PADI Adventures in Diving Manual  
PADI Rescue diver Manual  
PADI Divemaster Manual  
PADI Open Water, Divemaster and Rescue Quizzes and Exams booklets  
Aquatic Cue Cards for Open Water Diver, Adventures in Diving, Rescue Diver, Divemaster and Discover Scuba Diving.  
Confined and Open Water Lesson Planning Slates  
Recreational Dive Planner... Table and ERDPml versions with instruction booklets

Check the current Price list

## **IDC PROGRAM TOPICS**

### **IDC TOPICS & SKILLS and CONTACT HOURS**

#### **Independent Learning**

Learning, Instruction & The PADI System	1:30
General Standards & Procedures	2:00
Risk Management	1:30
Marketing Diving	1:30
Start Diving	2:00
Teaching PADI Specialty Diver Courses	2:00
The Business of Diving	1:30
Keep Diving	2:00
How to Teach the Recreational Dive Planner	2:00

#### **IDC Class Presentations**

Course Orientation	2:00
Knowledge Development Presentations	9:00
Teaching in Confined Water	3:00
Skills Demonstrations Workshop	3:30
Confined Water Teaching Presentations (4 skills)	16:00
Conducting Open Water Training Dives	1:30
Open Water Teaching Presentations (4 skills)	9:00
General Standards & Procedures	2:00
PADI Open Water Diver Course	1:30
PADI Continuing Education Philosophy	1:30
Adventures in Diving Program	1:30
Adventures in Diving Workshop	3:00
Rescue Diver Course & Workshop	5:00
Divemaster Course	1:30
Risk Management	2:00

**TOTAL HOURS** **78:00**

# PADI INSTRUCTOR EXAMINATION IE

In order to qualify as a PADI Open Water Instructor all candidates must take and successfully pass the PADI Instructor Exam (IE). The IE is a standardized, objective evaluation conducted by Instructor Examiners from PADI Headquarters. It takes place over two days. Our IDC's are scheduled to coincide with IE's that are already scheduled in either Ft. Lauderdale or Vero Beach.

To qualify for the IE, a candidate must have successfully completed a PADI IDC within 12 months; must show proof of at least 100 logged open water scuba dives; and must have a Diving Medical Statement signed by a physician dated within 12 months of the IE.

At the IE Instructor candidates must successfully complete the following exams and perform the following skills:

## CLASSROOM

- ❑ 5-part theory exam on Physics, Physiology, Equipment, Skills & Environment and the PADI Recreational Dive Planner (table & wheel versions) - multiple choice, true/false, 12 questions on each topic exam
- ❑ PADI Systems, Standards & Procedures exam - multiple choice, open book, 50 question exam
- ❑ Perform 1 Knowledge Development Prescriptive Teaching Presentation

## CONFINED WATER

- ❑ Demonstrate a five skills circuit as detailed by the Examiners
- ❑ Perform 1 Confined Water Teaching Presentation

## OPEN WATER

- ❑ Perform an Unconscious Diver at the surface rescue to demonstration quality
- ❑ Perform 1 Open Water Teaching Presentation with two skills combined

The instructor candidate must successfully complete all components of the PADI IE in order to earn the PADI Open Water Scuba Instructor (OWSI) certification. As an OWSI, you are qualified to teach various experience programs: the Open Water, Advanced Open Water, Rescue and Divemaster courses in addition to the Peak Performance Buoyancy and Project AWARE specialty courses.

Candidates are expected to arrive at the IE with all necessary diving equipment, books and training aids. Pura Vida candidates will be provided with rental tanks and weights at no additional charge, just a deposit.

**IMPORTANT NOTE:** PADI Fees are not included in the tuition cost of the IDC. See Fees page for current PADI Fees.

**Note:** Candidates who are not PADI Divemasters are also required to pass the diver rescue skills assessment and be certified as PADI Assistant Instructors upon completion of this portion of the IDC.

# ADMINISTRATIVE INFORMATION

## IDC/IE Schedule

Days 1-2	Independent Study via E-Learning
Day 3	6.30-8.30 p.m. Orientation
Days 4-9	8.00 a.m.- 12.00 noon Instruction 12.00 noon - 1.00 p.m. Lunch 1.00 p.m. - 6.30 p.m. Instruction
Day 10	IE Preparation Day
Days 11,12	IE

Logistical considerations such as weather and specific course requirements may vary the schedule. However students should be prepared for the following schedule for their particular program.

See the schedule for starting dates.

## PERFORMANCE REQUIREMENTS AND GRADING

Skills, Academic, Confined and Open Water presentations will be graded as follows: 5, Excellent; 4, Good; 3, Average; 2 Below Average; 1, Unacceptable.

The passing grade on all written tests is 75%.

Candidates are also required to score at least 3.5 or higher on at least one academic presentation and 3.4 on higher on one open water presentation and one confined open water presentation.

PADI Courses are performance based and students will be expected to repeat assignments until acceptable grades are achieved.

## COUNSELING

Candidates receive private counseling sessions throughout the IDC. These sessions are conducted by the Course Director and are designed to discover any concerns that a student may have whether academic or procedural.

## STUDENT CONCERNS AND GRIEVANCES

The IDC follows the strict academic standards set forth by PADI. Students will be given several opportunities to meet these standards and obtain the required scores. In the unusual event that a student is unable to complete the course in the set time provided, they will be unable to attend the scheduled Instructor Exam; however, they will have the opportunity to repeat all or part of the course in the next program offered. Any academic complaints should be directed to the Course Director and IDC staff. Any administrative complaints should be directed to the President.

## **ATTENDANCE POLICY**

Scuba Instructor training is by nature very condensed. For this reason unexcused absences will not be allowed and will be considered grounds for dismissal. Absences due to illness or emergencies must be approved by the Course Director. All training missed due to excused absences must be completed prior to the issuance of any certificate. The student will be charged at a rate of \$30 per contact hour (above and beyond the regular tuition) for all such makeup work if the make up is conducted in special sessions rather than in subsequent classes. Tardiness will be considered a serious breach of rules. Therefore, lateness on more than two occasions will result in a formal warning; lateness on the third occasion will result in dismissal. Students dismissed or failing to meet certification requirements due to unsatisfactory performance will be required to repeat the appropriate course in its entirety. If extended absences result in failure to complete certification requirements in the allotted time, provisions for completion may be made with the Course Director.

## **CONDUCT**

All students are expected to conduct themselves in a professional manner at all times. Students will be subject to immediate dismissal for the following:

1. Possession or consumption of alcohol or narcotics during training.
2. Abusiveness towards other students or staff.
3. Violations of local, state or federal laws.
4. Damage to school premises or property or theft.
5. Gross violation of safe diving practices.

## **ACADEMIC AND DISCIPLINARY ACTIONS**

If a student believes their academic scores are incorrect they can request an evaluation by another staff member. However, due to PADI's strict standards, the Course Director and IDC Staff members have the final say in students' scores in all teaching presentations and skills' evaluations.

In the unlikely event that a student violates one or more of the actions listed under "CONDUCT" they are subject to dismissal from the school. If they believe they have been judged erroneously they are entitled to a counseling session with the President and the Course Director. The President will have the final say in these matters. Any violations of local, state or federal laws will be reported to the authorities.

## **HOUSING**

Pura Vida will be happy to assist students with accommodation. We will provide students with a list of local available housing.

## **PLACEMENT ASSISTANCE**

Placement assistance will be given to students who successfully complete the IDC and IE. Requests will be handled through the PADI placement services and via requests received from dive centers around the world. While we will make every effort to find employment for our graduates, we cannot guarantee employment.

## **STUDENT RECORDS**

Student records will be kept indefinitely. Student will have access to these records upon request.

## **POLICY STATEMENT**

The school does not discriminate on the basis of race, sex or age. We will attempt to accommodate students with disabilities; however a student must demonstrate the required performance requirements in order to attend the Instructor Exam (IE).

## **DEPOSITS AND TUITION**

Deposits are required to hold a space in a course. The deposit must accompany the "Enrollment Agreement". Once accepted your deposit will be applied to the program applied for. The balance of tuition is due not later than the first day of class. Boat fees, use of air tanks (nitrox is extra) and weights are included in tuition fees.

## **METHOD OF PAYMENT**

Acceptable forms of payment include travelers' checks, MasterCard, Visa, money orders or cash. Personal checks will be accepted for course deposits only.

## **REFUND POLICY**

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the e-learning fee of \$320 paid directly to PADI and registration fee of \$150.
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

## **CREDIT FOR PRIOR TRAINING**

Credit for prior training will be assessed by the Course Director on an individual basis and granted if appropriate.

## **TRANSFER OF CREDIT**

Credit may only be transferred at the discretion of the accepting institution. It is the student's responsibility to check to see if credits will be accepted by another institution.

## COSTS – 2010

### TUITION

PADI Instructor Development Course \$1200

### BOOKS, MATERIALS

**IDC Crew Pack**, Paper or CD Rom. \$600.48

**Includes** PADI's Guide to Teaching, Children and Scuba Diving book, Law and the Diving Professional book, The Business of Diving book, Adventure Log-Teaching/Supervising Module, Open Water Cue Card, Confined Water Cue Cards, Advanced Open Water Cue Cards, Rescue Diver Cue Cards, Open Water Diver Lesson Planning Slate, Confined Water Lesson Preparation Slate, Peak Performance Buoyancy, Project 2009 Specialty Instructor Manual, Open Water and Rescue Diver Quizzes and Exams, Instructor Certificate of Completion, backpack, applications and forms.

Instructor Manual (Specify paper or CDrom)	\$195.12
PADI's Guide to Teaching	\$120.00
OW Lesson Planning Slate	\$12.18
CW Lesson Planning Slate	\$12.18
OW Aquatic Cue Cards	\$27.18
CW Aquatic Cue Cards	\$35.76
OW Diver Manual w table (specify metric or imperial)	\$42.00
Adventures in Diving Manual w data carrier	\$36.00
Rescue Diver Manual w slate	\$34.00
Divemaster Manual	\$32.00
ERDPml	\$29.00

**NOTE:** Program tuition includes deposit. It does not include books, housing, personal equipment or transportation. PADI Fees are **not included** in the Course Tuition Fee. They are the \$105 registration fee and \$485 Instructor Evaluation Fee and both will be collected by the Course Director at the start of the IDC.

Program tuition includes the non-refundable PADI e-learning fee of \$320

**Note:** The above discounted materials' prices are available only for students enrolled in an IDC.

PURA VIDA DIVERS  
PADI Instructor Development Program

2010 Schedule

<b>IDC</b>	<b>IE Prep</b>	<b>IE (Ft. Lauderdale)</b>
January 23-28	January 29	January 30,31
March 6-11	March 12	March 13,14
April 24-29	April 30	May 1,2
June 12-17	June 18	June 19, 20
July 24-29	July 30	July 31, Aug 1
October 2-7	October 8	October 9,10
December 4-9	December 10	December 11,12*

Independent E-learning must be completed prior to the class portion of the IDC.

Note: December IE is in Vero Beach.