

PADI Instructor Examination – Information for PADI Course Directors.

PADI Instructor Development has prepared the following guidelines to assist the IE candidates' planning and preparation. Following these guidelines will ensure each candidate gets maximum benefit from their IE participation and increases chances of successful completion.

Registration:

Candidates should be registered with PADI Instructor Development at least 7 days prior to the IE start date to allow appropriate venue and staffing arrangements to be made. Early estimates of candidate numbers are appreciated. These can be refined closer to the IE start date.

Late registrations may be accepted, however be aware these may affect Examiner to candidate ratios and candidate comfort.

Candidate registration is done by email to instdev@padi.com.au

Provide the following information:

- IE location and date
- Number of candidates and written exam language preferences
- Special requirements and reason requested

Additional information is required from candidates resitting segments of the IE. This includes:

- Candidate name and PADI number
- Previous IE date(s)
- Previous IE Location
- Specify segments to be resat: (Maximum 2)

Note: Candidates who have fees owing for previous IEs or outstanding applications will not be allowed to resit segments until all debts have been cleared.

IE Orientation:

Items necessary to participate in the IE should be brought to the Orientation where additional information on venues and scheduling will be provided.

Documentation required for IE participation:

Each candidate must have the following documents to participate in the IE. They are to be handed to the Examiner at or prior to the IE Orientation by the candidate, their Course Director or an appropriate delegate. Candidates who do not have these documents will not be able to participate in all segments of the IE.

Full IE Candidates must provide:

1. A completed **Instructor Certificate of Completion** (form No 10516) signed by a PADI Course Director. The hologram from the PADI Guide to Teaching should be affixed in the place provided.
2. A completed **IE Enrolment Form** (form 10510) **with payment details** attached. The **IE fee** is payable at the IE Orientation. Refer to the most current PADI Asia Pacific Price

List for fee details. PADI accepts major credit cards, cheques or bank drafts. Cheques and bank drafts should be in Australian Dollars and payable to PADI Asia Pacific. **Cash payments will not be accepted at the IE**

3. A **medical clearance to dive**. The form must provide evidence a) the candidate has been medically examined within 1 year/365 days prior to the final day of the IE and b) been declared fit to dive. The form must be legible, signed and dated by a physician. The physician's contact details must be provided. Candidates will not be allowed to participate in Confined Water and Open Water segments of the IE without a medical clearance. PADI recommends candidates keep the original medical clearance form in their possession and submit a copy instead.

Other documents may be submitted to the Examiner at the IE Orientation, e.g. **Instructor Candidate Information and Training Record, Instructor Application, EFR Instructor Application, Specialty Instructor Application, Divemaster Application etc.**

IE Segment Resit Candidates must provide;

1. The **Certificate of Participation** from the previous IE signed by the Examiner and indicating which segments are to be resat.
2. A completed **IE Enrolment Form** (form 10510) with payment details attached. The IE Segment Resit fee is payable at the IE Orientation. Refer to the most current PADI Asia Pacific Price List for fee details. PADI accepts major credit cards, cheques or bank drafts. Cheques and bank drafts should be in Australian Dollars and payable to PADI Asia Pacific. **Cash payments will not be accepted at the IE.**
3. Candidates resitting an IE Confined or Open Water segment; must provide a **medical clearance to dive** as above.
4. Candidates resitting an IE segment for the third time must show proof of having completed the pre 3rd IE remediation programme specified by PADI Instructor Development (email instdev@padi.com.au if necessary).
5. Candidates who owe PADI fees from previous IEs or other transactions are not eligible to attend a segment resit. For more information contact PADI Asia Pacific Customer Service (memdep@padi.com.au).

Other PADI related documents may be submitted to the Examiner at the IE Orientation.

Materials and Equipment:

IE candidates are responsible for supplying teaching materials and diving equipment for the IE. These include;

- Student materials for the core PADI courses such as Open Water Diver, Advanced Open Water Diver, Rescue Diver, Divemaster, Project AWARE Specialties.*
- PADI Instructor Manual*
- PADI Guide to Teaching*
- Calculator*
- PADI Recreational Dive Planner(s). eRDPML is mandatory. RDP Table is optional*
- Training aids other than PLGs and MLGs which will be provided by the Examiner where available.*

Not all core courses are supported by PLGs and MLGs. In such instances candidates

may use digital training aids of their own making and display them using their own device. Examiners may, at their discretion may allow the candidate to use the projector provided.

- Pens and pencils
- Standard Instructor Equipment as per PADI Standards
- Lift bags and ropes

*Use of digital materials is acceptable subject to PADI policy for the use of digital devices at the IE.

Confined and Open Water Logistics and Considerations:

- Confined and Open Water sites for the IE are confirmed at the Orientation.
- Cylinders should have boots to minimise risk of damage to pool surrounds. Failure to comply may mean the cylinder is not able to be used.
- Water sessions may require candidates to be in the water for longer periods than they are used to from previous training.
- Confined Water temperature can vary greatly from open water sites.
- Candidates are advised to pay close attention to exposure protection needs in both environments.
- Examiners will not make any concessions for candidates who are unable to perform or proceed due to not having adequate exposure protection.
- In addition to having a medical clearance candidates must be fit to dive on the day of Confined Water and Open Water segments. Candidates judged unfit on the day may be asked to defer to a future IE
- Candidates are responsible for their own transport to and from IE sites and any access or boat fees that may arise.

Personal comfort guidelines:

The IE is generally conducted over two days and may occur in remote locations. Candidates are advised to come prepared with suitable clothing, refreshments and sustenance.

Suggestions include:

- Appropriate outdoors and in-water exposure protection
- Light snacks and refreshments
- PADI takes no responsibility for personal effects and suggests candidates minimise the personal items they bring with them to the IE venues
- A personal rubbish bag

PADI encourages the use of reusable water bottles.

A Filtered Water Refill Station may be provided at the IE classroom venue. As a simple and powerful step to reduce plastic waste and support ocean protection, PLEASE BRING A REUSABLE WATER BOTTLE.

For more information on how to support ocean protection with Project AWARE, please visit www.projectaware.org.

Sincerely,

Instructor Development,
PADI Asia Pacific.