

PADI Instructor Examination – Information for Instructor Examination candidates;-

PADI Instructor Development has prepared the following guidelines to assist Instructor Examination candidates' planning and preparation.

Following these guidelines will ensure you get the maximum benefit from your IE participation and will increase your chances of success.

Registration:

All candidates must be registered with PADI Instructor Development a minimum 7 days prior to attending an IE to allow appropriate venue and staffing arrangements to be made. Your Course Director may do this for you. Alternatively you may register independently. To avoid double booking, consult your Course Director and agree who is going to take care of your registration.

Registration is by email to instdev@padi.com.au . If you are registering yourself you will need to provide PADI Instructor Development with specific information.

Use the template at the end of this document. Cut and paste it into an email, fill in the requested information and send to instdev@padi.com.au

You should receive an acknowledgement within two working days.

Attending the IE:

All 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 of the following documents **must** be provided to the PADI Examiner at the IE Orientation by you, your Course Director or an appropriate delegate.

You will not be able to participate in the evaluation phase of the IE if any of these documents are missing or incomplete.

FULL IE CANDIDATES.

Full IE Candidates must provide:

1. A completed **Instructor Certificate of Completion** (form No 10516) signed by a PADI Course Director. This form verifies completion of the IDC or OWSI programme. To avoid delays to IDC & IE paperwork processing, affix the hologram from your PADI Guide to Teaching to the form in the space 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 ONLY.

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. For more information contact your PADI Course Director or PADI Instructor Development at instdev@padi.com.au .
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.

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

Materials and Equipment Checklist:

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). eRD PML 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 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 versions 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, otherwise access may be denied.
- Water sessions may require candidates to be in the water for longer periods than they have been 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 Confined Water and Open Water.
- 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.

Chosen the IE you wish to attend? Enter the relevant information below for future reference.

IE location:

(Town/City) (Country)

IE commencement date: _____ **and time** _____

(Day/Month/Year

IE Venue name: _____

IE Registration Template

To register copy and paste this template into an email, fill out the requested information and send it to inst.dev@padi.com.au

Please register: _____ for the PADI IE
Name PADI Number (if known)

Location: _____

Date: _____

Venue: _____

Course Director Name _____

IDC completion date: _____

Preferred Language: _____ (for written exams)

Special Requirements: _____ Reason: _____

Additional information required from candidates resitting IE segments.

Previous IE date(s) _____
Day/Month/Year

Previous IE Location _____

Segments to be resat: (Maximum 2) Written Exams ___ Knowledge Development ___
Confined Water ___ Open Water ___

I have consulted with my Course Director regarding this registration and confirm they will not be submitting a duplicate registration on my behalf.

_____ (Candidate name)

_____ (Date)