



2019 Leadership Renewal Application

PDIC Leadership Renewal Requirements

Instructor Trainer (See also "Liability Insurance".)

1. Every PDIC Instructor Trainer must complete an annual renewal form and send it with the annual renewal fee and proof of insurance--to the PDIC Office by December 31 of each year. A renewal received after that date is subject to late fees. Individuals who did not renew their PDIC certification in the previous year will be subject to an additional reactivation fee. In addition to completing the form, and meeting the requirements as listed below for Instructor; an Instructor Trainer must complete the following:
 - a. Each Instructor Trainer must conduct or staff at least one Institute every two years or they will automatically revert back to the Instructor level.
 - b. Additional training may be required from time to time as standards, procedures and policies change.

Instructor (See also "Liability Insurance".)

1. Every PDIC Instructor must complete an annual renewal form and send it with the annual renewal fee and proof of insurance--to the PDIC Office by December 31 of each year. A renewal received after that date is subject to late fees. Individuals who did not renew their PDIC certification in the previous year will be subject to an additional reactivation fee. In addition to completing the form, the Instructor must accomplish one of the following annually:
 - a. Teach and certify at least six students since the last renewal date. Certifications may be from entry level, advanced, or specialty courses. Note: Team teaching is permitted for renewal purposes and should be listed on student Certification Forms.
 - b. Attend or assist in a PDIC Leadership Institute, or attend an approved PDIC seminar or workshop, or develop approved PDIC educational resources approved by the PDIC CEO.
2. Instructors who do not meet all Active Instructor requirements may obtain Inactive Instructor status by sending in a renewal form and appropriate renewal fee. The Inactive Instructor will receive a certification card, but will not be allowed to teach or certify PDIC courses or students. Insurance coverage is optional for non-teaching instructors. However, all Instructors should keep in mind what claims-made insurance means. Only claims that are reported to the insurance company during the policy term or within 90 days after expiration date are valid. It is recommended that Professional Liability Insurance be maintained until the statute of limitations for your state has expired since your last class completion date.
3. After the first year, the non-teaching Instructor may return to Active status by completing all requirements for an Active Instructor plus attending an PDIC Instructor Update seminar as described under Renewal '1b' above. After 3 years the following will apply:
 - a. Instructors that have maintained a continuous teaching status with another scuba training agency must complete the following to re-certify.
 - (1) Participate in a lecture on PDIC teaching philosophy and administrative requirements.
 - (2) Attend a PDIC Instructor Update.
 - (3) Complete the standards exam or update.
 - b. Instructors that have not maintained teaching status in another agency for up to 6 years.
 - (1) Attend an entire Crossover Institute.
 - (2) Have all prerequisites for Instructor status.
 - c. After 6 years of non-teaching status, attend an PDIC Instructor Institute.
4. U.S. Instructors living in foreign countries or serving in the military often do not have access to continuing education. These Instructors will be considered active as long as they teach at least one class of at least 6 persons and renew annually. Upon return to the U.S., if one has not been attended during the overseas or military service, the Instructor must attend an update within 2 years.
5. Instructors who are certified in an Institute within the 3-month period (Oct., Nov., Dec.) preceding the December 31 renewal date need not submit a renewal fee for that year. All other Instructors must complete a renewal form and submit the appropriate fees with proof of insurance.

Assistant Instructor (See also "Liability Insurance".)

1. Every PDIC Assistant Instructor must complete the annual renewal form and send with the annual renewal fee to the PDIC Office by December 31 of each year. A renewal received after that date will be subject to late fees. Individuals who did not renew their PDIC certification in the previous year will be subject to an additional reactivation fee.
2. To be eligible for renewal, Assistant Instructors must complete one of the following:
 - a. Assist in at least one complete PDIC course annually, including open water dives.
 - b. Attend or assist at an PDIC Leadership training course (Dive Supervisor or Assistant Instructor).
 - c. Attend an approved PDIC seminar or workshop, or develop approved PDIC educational resources approved by the PDIC CEO.
 - d. Develop approved PDIC educational resource materials.

Dive Supervisor (See also "Liability Insurance".)

1. Every PDIC Dive Supervisor must complete the annual renewal form and send with the annual renewal fee to the PDIC Office by December 31 of each year.

A renewal received after that date is subject to late fees.
2. Utilize the skill of Dive Supervisor in a teaching environment such as helping an instructor or working as a Dive Supervisor at a dive site.

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2019 Leadership Renewal Application

All 2019 renewals expire 12-31-2019 regardless of date of renewal.

For Office Use Only

Date _____

Insurance

Photo

1 Personal Information

Name: Last First Middle

Date of Birth: Month Day Year

PDIC #

Street Address

City

State/Province Postal/Zip Code

Country

E-Mail

Phone 1 Phone 2

Website

Dive Center

Attach Photo Here

Click in box to add photo

2 Leadership Renewal Level and Fees

Select Level	Discount Rate Before December 31	Regular Rate After January 1, 2019
<input type="checkbox"/> Dive Supervisor	\$ 90	\$135
<input type="checkbox"/> Assistant Instructor	\$ 90	\$135
<input type="checkbox"/> Instructor**	\$150	\$200
<input type="checkbox"/> Instructor Trainer**	\$165	\$200
<input type="checkbox"/> Inactive Instructor	\$ 80	\$ 80

**See section 4 Liability Insurance

Reactivation Fee

If an Instructor Trainer, Instructor or Assistant Instructor did not renew in the previous year, there is an automatic Reactivation Fee of \$25.

Additional requirements may also be necessary. Please contact the PDIC offices at 765.281.0133 or info@pdic-intl.com



3 Leadership Agreement

I agree to:

1. Uphold and maintain the standards of all PDIC programs as set forth by the most current *PDIC Standards and Procedures Manual* and PDIC Instructor Guides.
2. Obtain and maintain liability insurance in the amount of at least \$1 million (where applicable) and to comply with the warranties, conditions and limitations of that policy.
3. Act at all times in a manner consistent with the safety of students and divers under my supervision.
4. Conduct myself in a manner consistent with the best practices and standards of the scuba industry and of the PDIC program.
5. Fulfill all obligations, written or implied, in any PDIC program in which I participate.
6. Complete all PDIC Instructional Programs (including open water training) in a timely manner.
7. Submit all paperwork and fees, upon completion of a student's course of instruction in which all requirements necessary for certification have been performed, within four (4) weeks from the conclusion of the course. Maintain course records for a minimum of five (5) years.
8. Teach and certify using PDIC standards and materials.
9. Refrain from making derogatory, defamatory, slanderous or libelous comments whether in oral or in written form about any scuba agency, organization or group.
10. Recognize and teach the importance of protecting our environment and strive to protect it.
11. Bear sole responsibility for determining that each student has met all criteria for receiving a successful course completion certification card and certificate in accordance with current PDIC standards.
12. Report all accidents involving personal injury (including death) that have occurred during PDIC training activities immediately and in the event no later than seventy-two (72) hours and in writing to the PDIC's Legal Counsel upon request. Additionally, on becoming aware of any event, act, error or omission that might reasonably be expected to be the basis of a claim or suit against me, or any PDIC leadership member, I will notify PDIC headquarters within forty-eight (48) hours.
13. Waive, release and forever discharge PDIC, its Directors, Officers, shareholders, employees, agents, members, insurers, successors and assigns ("Released Parties"), of and from any and all claims and demands of every nature and description, including but not limited to claims for personal injury (including death) and property damage, and arising directly or indirectly from the teaching of PDIC courses, and/or my acts or omissions and the acts or omissions of my employees, agents or other persons under my supervision or control. I further agree to indemnify and save Released Parties harmless from any and all loss, cost damage and expense (including attorney fees) arising from the claim of any third party relating directly or indirectly to the teaching of PDIC courses, and/or my acts or omissions and the acts or omissions of my employees, agents or other persons under my supervision or control.
14. Maintain proper health and fitness to enable me to safely and competently perform all of my duties and services and, if I should ever become unable to do so, I will immediately notify PDIC and stop teaching and supervising diving until I provide a physician's statement satisfactory to PDIC that I can safely and competently resume my duties and services. By submitting this application, I represent and warrant that I am physically and mentally fit to safely and competently perform all of my duties and services as a PDIC Leadership member, and I acknowledge that PDIC reserves the right to request a physician's statement or other proof of fitness at any time.
15. Notify PDIC headquarters if I have previously been convicted of a felony or crime of moral turpitude (i.e. honesty, integrity, morals). Conviction of such a crime may make me ineligible for continued membership, application for membership or renewal of membership or from teaching or acting in a leadership role.
16. Utilize the PDIC logo, trademarks and other intellectual property of PDIC in line with our policy and in accordance of the most current version of the *PDIC Standards and Procedures Manual*.
17. Maintain a current mailing and e-mail address with PDIC headquarters.
18. Authorize any other scuba diving association or organization with which I am affiliated to release to PDIC any and all records and other information pertaining to any investigation, action, or proceeding involving me.

I understand that:

- I am not an agent, employee, or legal representative of PDIC.
- My PDIC membership is not to be construed as a partnership, joint venture or joint enterprise nor does it establish an agency relationship between me and PDIC.
- I may be subject to quality assurance monitoring process conducted by PDIC.
- My membership renewal is not solely based upon submission of the renewal application and fee (if applicable). PDIC Membership renewal is subject to annual review and acceptance by PDIC.
- PDIC Leadership cards are issued by PDIC and are the property of PDIC and must be surrendered upon request by the PDIC CEO.
- If I do not renew my membership annually, I lose PDIC membership resulting in a suspension of teaching status, and I may have to meet special renewal requirements before renewal will be considered.

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3 Leadership Agreement continued

Submitting this application to PDIC, confirms that I:

- have read, understand and agree to each of the Leadership Agreement statements on page 3;
- understand that failure to adhere to these standards constitutes a breach of the agreement and could result in the loss of your leadership certification status;
- have read page 1 and meet the Leadership Renewal Requirements as listed for your leadership level; and that this is binding upon acceptance by PDIC.

Note: Receipt of this renewal application does not constitute completion of re-certification and does not constitute completion of a contract on the part of PDIC. All applications for renewal and re-certification are subject to evaluation, approval and acceptance by PDIC. It is your responsibility to ensure all prerequisites, completed forms and fees are delivered to PDIC headquarters by December 31. PDIC reserves the right to non-renewal or decline services to any person.

Signature

Date (mm/dd/yy)

4 Liability Insurance

Liability insurance is required for:

- Leadership teaching, certifying and/or supervising students and/or divers within the United States and Canada are required to carry a liability insurance policy.
- Leadership teaching, certifying and/ or supervising students and/ or divers that are U.S. Citizens, regardless of location around the world are required to carry a liability insurance policy.***
- Leadership teaching, certifying and/ or supervising students and/ or divers anywhere outside of the United States and Canada must adhere to the liability insurance requirements of the country in which they reside and/ or teach, certify and/or supervise students and/or divers.

*Leadership includes individuals who are trained and certified as Dive Supervisors**, Assistant Instructors**, Instructors, Instructor Trainers, Course Directors etc., and require an annual renewal or appointment from PDIC headquarters.

**Instructors may list Dive Supervisors and Assistant Instructors as additional insured on their policy when those parties are working under the supervision of the Instructor; however this may not provide protection for the DS/AI against legal action as a result of their own negligence. Consult your own legal professional for further information

***So long as such insurance is commercially available

Each Liability Insurance policy:

- Must provide a minimum of \$1,000,000.00 per claim/\$2,000,000 annual aggregate.
- Must have added PDIC as an additional insured
 - PDIC headquarters currently has a copy of my insurance on file (Include a copy of proof of insurance if it is not already on file with PDIC)
 - I have liability insurance. I acknowledge that any lapse, termination, or failure to have liability insurance will result in an immediate suspension of teaching, certifying and/or supervising privileges.

To obtain insurance, call Assured Partners (866.577.3483, www.scubains.com) or Divers Alert Network (800.446.2671, www.diversalertnetwork.org)

Insurance Provider:

Policy Number:

Expiration Date:
(mm/dd/yy)

5 Payment Methods

Credit Card

Choose One

Check #

make payable to PDIC

Credit Card Number

Security Code

Expiration Date

Month

Year

Cardholder's Name

Street Address

City

State

Zip

Country

Signature

Date

RENEWAL SPECIAL

\$40 New OW materials*

(over 50% off the wholesale Instructor price)

Receive the new OW Instructor Guide, student text *Learn Scuba Diving* by Tom Leaird with matching workbooks and dive table.

* Shipping not included

RETURN FORM TO:

PDIC International
1623 W. Jackson Street
Muncie, IN 47303

E-mail: info@pdic-intl.com

Phone: 765.281.0133

Fax: 765.288.1297

Web: www.pdic-intl.com