

## Materials

### Required

- All materials required of IDC candidates
- *PADI Course Director Manual*
- Knowledge Development Evaluation Form
- Confined and Open Water Evaluation Slate

### Recommended

All materials recommended for IDC candidates

## Performance Requirements

1. **Score 80 percent on each of the Dive Theory Exams and have any missed questions reviewed until mastery is achieved. Candidates scoring less than 80 percent on a section are retested.** Candidates who have completed Dive Theory Online (eLearning) within 12 months (eRecord is proof) may receive credit for this requirement.
2. **Score 80 percent on the PADI Systems, Standards and Procedures Exam and have any missed questions reviewed until mastery is achieved. Candidates scoring less than 80 percent are retested.**
3. **Perform all 24 dive skills in the Skill Evaluation, scoring 96 total points, with no individual score below 3.**
4. **Score at least 4.0 on a knowledge development teaching presentation.**
5. **Score at least 4.0 on a confined water teaching presentation.**
6. **Attend the four IDC Staff Instructor Course Knowledge Development sessions:**
  - a. **Course Orientation**
  - b. **Instructor Development Standards, Procedures and Curriculum**
  - c. **How to Organize and Conduct the PADI Assistant Instructor Course**
  - d. **The Psychology of Evaluation and Counseling**
7. **Meet evaluation scoring parameters:**
  - a. **Match the control score on three out of five knowledge development evaluation criteria sections for two out of three teaching presentations.**
  - b. **Match the control score on three out of the five confined water evaluation criteria sections for two out of three teaching presentations.**
  - c. **Match the control score on three out of four (no demonstration) or three out of five (demonstration required) open water evaluation criteria sections for two out of three teaching presentations.**

- 8. Audit a complete IDC by observing all required IDC curriculum sections, OR present all components from the Assistant Instructor course, scoring at least a 3.4 on each presentation.**
- a. Auditing an IDC is preferred, whenever possible, because candidates observe the organization, communication and preparation for an IDC, then audit all training, evaluation and counseling sessions. If instructors can't audit the entire IDC, they audit missed sections at subsequent IDCs until completing all IDC curriculum presentations.
  - b. If auditing a complete IDC is not possible, candidates have the option to present all curriculum components from the Assistant Instructor course (listed below) for evaluation. Have other IDC Staff Instructor candidates, IDC Staff Instructors or instructional staff members play the role of Assistant Instructor candidates. Provide candidates with as much practical experience as possible.
    - Orientation
    - PADI System Workshop
    - Learning and Teaching Workshop
    - Discover Scuba Diving Workshop
    - Risk Management and Licensing Workshop
    - Knowledge Development Presentation Workshop
    - Confined Water Training Workshop
    - Open Water Training Workshop
    - Assistant Instructor Course Close

# Preassessment

This part of the course evaluates an IDC Staff Instructor candidate's knowledge and skills. To function as role models, counselors and coaches for instructor candidates, IDC Staff Instructors need to have instructor-level knowledge of dive theory and PADI Standards, exemplary dive skills and role-model presentation techniques. Allow time for candidates to work on any areas of deficiency. Course Directors evaluate the teaching presentations; the exams and skill assessment may be conducted by an IDC Staff Instructor.

## Dive Theory Exam

**Administer a Dive Theory Exam. This exam is closed book, no notes. The candidate needs the RDP Table and eRDP<sub>ML</sub>, and may use a calculator and scratch paper. Passing score is 80 percent on each section.**

If necessary, retest only those segments showing deficient scores using a second Dive Theory Exam. Remediate and retest as necessary. Retain the exam answer sheets with the candidate's signature verifying the exam was reviewed and that the incorrect items are understood.

**Exception:** Completion of *Dive Theory eLearning* may be credited toward this preassessment requirement if the candidate submits an eRecord verifying successful completion within 12 months.

## Standards Exam

**Administer a PADI Systems, Standards and Procedures Exam found in the PADI Course Director Manual appendix. The candidate needs a PADI Instructor Manual and PADI's Guide to Teaching for this exam; no other reference materials are allowed. Passing score is 80 percent (with any missed questions reviewed).**

If necessary, retest using a second PADI Systems, Standards and Procedures Exam. Continue to remediate and retest as necessary. Retain the exam answer sheets with the candidate's signature verifying the exam was reviewed and that the incorrect items are understood.

## Skill Evaluation

**Conduct the PADI Skill Evaluation in confined water.** Review the scoring criteria before starting. Emphasize the need for slow, exaggerated demonstrations as well as the need to role-model being neutrally buoyant when demonstrating certain skills. **Candidates perform all 24 dive skills in the Skill Evaluation, scoring 96 total points, with no individual score below 3.** Because some skills require a buddy, candidates work together. An IDC Staff Instructor can act as buddy, as needed.

Counsel the candidate on areas that need improvement and allow time for practice and remediation. Then retest by conducting the entire skill evaluation again. Continue to remediate and retest until the performance requirement is met.

## Knowledge Development Presentation

Assign a presentation topic from any PADI course to the candidate. Provide assignments in advance to allow adequate preparation time. Suggest that the IDC Staff Instructor candidate review the “Developing Knowledge Development Presentations” section in *IDC eLearning*.

Evaluate the presentation using the criteria listed on the Knowledge Development Evaluation Form. **Passing score is at least a 4.0.** Provide a role-model critique of the presentation by giving positive reinforcement and suggestions for improvement.

Remediate, then retest by assigning another topic and repeating until the performance requirement is met.

## Confined Water Teaching Presentation

Assign one skill from either the Open Water Diver or Rescue Diver courses for the candidate to prepare as a confined water teaching presentation. Make assignments in advance to allow adequate preparation time. Suggest that the IDC Staff Instructor candidate review the “Confined Water Training” section in *IDC eLearning*.

Evaluate the presentation using the criteria listed on the Confined and Open Water Presentation Evaluation Slate. **Passing score is at least a 4.0.** Provide a role-model critique of the presentation by giving positive reinforcement and suggestions for improvement.

Remediate, then retest by assigning another skill and repeating until the performance requirement is met.