



International Diving Institute **2017 Catalog**

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1400 Pierside Street # 190-C
North Charleston, SC 29405-2206

We want to welcome you to the International Diving Institute, LLC.

This catalog, with its programs, policies, and requirements represent an official publication of the International Diving Institute, LLC. Students enrolling in the Institute are subject to these provisions and are required to read this catalog carefully. Failure to read this catalog shall not excuse students from the requirement of adhering to all the rules, regulations and policies contained herein. Volume 22 Published by IDI 9-4-2015.

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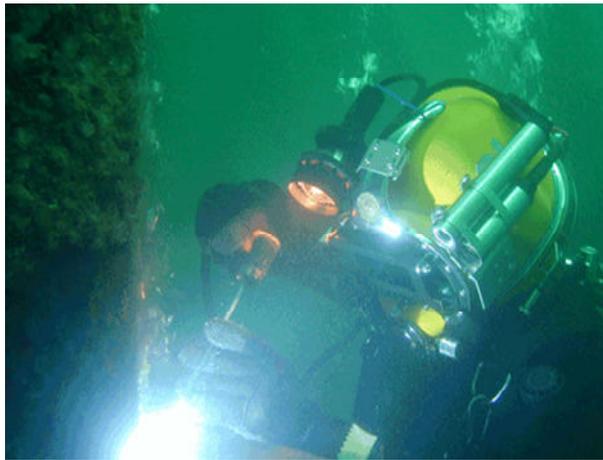
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Our Mission

The International Diving Institute, LLC's ("IDI") mission is to provide the training necessary to prepare graduates of IDI for a career in the Marine Construction Industry as entry-level divers/tenders, fabricators, equipment maintenance providers and give them the knowledge and skills necessary to succeed. The Institute strives to accomplish this mission by setting high standards with comprehensive training that meet industry expectations.

IDI's faculty consists of experienced personnel from the inland and offshore diving industry; the North Sea, Asia, and the Gulf of Mexico.

IDI focuses on the highest standards of training in safety and the Institute takes all steps necessary to ensure that its students receive all training necessary to meet the safety needs of the industry. IDI teaches AWS and Lloyd's Registry certification programs.



General Information

The History of International Diving Institute

The International Diving Institute LLC was established in 1996 as the East Coast Dive Connection (ECDC) in Summerville, South Carolina. East Coast Dive Connection, LLC was reorganized and renamed the International Diving Institute, LLC. in 2004. IDI is a Limited Liability Company, owned and operated by: Michael Hielscher and Lee Spence.

Facilities

The **corporate office, main campus, dive stations, and retail shop** are located at 1400 Pier Side Street; North Charleston, SC, and consists of a 21,000 square ft. area on the Cooper River. This facility also houses two fully functional hyperbaric chambers; both topside and underwater welding and burning stations.

Memberships

Association of Diving Contractors
International (ADCI)
5206 FM 1960 West, Ste. 202
Houston, TX 77069
281-893-8388

American Welding Society (AWS)
550 N.W. LeJeune Road
Miami, FL 33126
305-443-9353

International Diving Schools
Association (IDSA)
47 Faubourg de la Madeleine
56140 Malestroit
Brittany, France
+33(0)2977372

Accreditation

Accrediting Council for Continuing Education and Training (ACCET)
1722 N St. NW,
Washington, DC 20036
202-955-1113

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Affiliations

Sea Research Society
1600 Meeting St.
Charleston, SC 29405
843-532-8222

Trident Technical College
7000 Rivers Ave.
North Charleston, SC 29406
843-574-6115

SDI/TDI/ERDI
1045 NE Industrial Blvd
Jensen Beach, FL 34957
888-778-9073

Advisory Board

Steve Struble
Andrew Dupre
Gale Mole/Chair

Moran/Eason Diving & Marine Contractors
Cape Romain Contractors
American Welding Society

Licensure

IDI is licensed by the South Carolina Commission on Higher Education, located at 1122 Lady Street, Suite 300, Columbia, SC 29201. The phone number is (803)-737-2260. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality.

Governmental Agency

Department of Veterans Affairs
Atlanta VA Regional Office
P.O. Box 100022
Atlanta, GA 30031-4032
800-827-1000

Program Assessment and Verification of Training

To ensure compliance with our mission statement we utilize an external organization to **assess and verify the competency of our students and staff** and further to audit our training programs. This external organization is ADCI (Association of Diving Contractors International).

Hours of Operation

Main Campus and Dive Stations

Monday – Friday 7:00am – 4:00pm

Administration and Corporate Office

Monday - Friday 9:00am - 5:00pm

Retail Dive Shop

Monday - Friday 7:30am - 4:00pm

General Policies

Non-fraternization Policy

The International Diving Institute, LLC does **NOT** tolerate fraternization between students and instructors/employees, on or off the premises under any circumstance, in order to prevent the appearance of impropriety. Any student and instructor/employee who are found to be in violation of this policy could be subject to disciplinary action, which could include expulsion or suspension for the student and termination for the instructor/employee. The Institute assumes no responsibility for any consequences that may arise from a student entering into a relationship with any instructor/employee in violation of this policy.

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Sexual Harassment

The International Diving Institute, LLC strives to maintain an academic and work environment that protects the dignity and promotes the mutual respect of all students and employees. If any student feels that an employee or instructor of IDI has acted inappropriately, a written complaint should be made directly to the Administrative office of the Institute. Students are encouraged to call the main office at 843-740-1124 immediately with any complaints.

Accuracy Policy

Although the editor and publisher of this catalog have made every reasonable effort to attain factual accuracy, no responsibility is assumed for editorial, clerical or printing errors.

Discrimination

International Diving Institute, LLC does not discriminate, in any way, based on race, gender, color, national or ethnic origin, age, religion or disability.

Copyright Infringement

The International Diving Institute has a zero tolerance policy for faculty, staff and students using any and all external copyrighted material/media on campus without the express permission of the author. All material/media used by the students in The International Diving Institute will be generated by the school. There is a zero tolerance policy for faculty, staff and students using any and all copyrighted material/media, both written and licensed software programs, or unauthorized peer-to-peer file sharing while on campus being reproduced, distributed, performed, publicly displayed or made into a derivative work from other media sources. Copyright infringement will be written into the operations manual and will be posted publicly by any copy machine. Any person violating this policy will be held accountable and the necessary action taken, which may include fines, suspension or termination depending on the severity of the infringement. The course of action will be determined by either the General Manager or Head Administrator of the International Diving Institute.

Civil and criminal penalties for violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Section 504,505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

School Records Policy

All pertinent information within records and files of past and present students will be held at the International Diving Institute in a locked storage space for 75 years.

1. Each Student has a record and file, which will be accurately updated and maintained while attending the International Diving Institute.
2. Current Students’ records and files will be updated accurately and stored in a file cabinet at the administration office.
3. Upon graduation, the record and file will be stored in a file cabinet, under the titled year of the Students graduation, and then moved to the designated locked storage space.

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Students have the right to review their education records. Students are allowed to amend inaccurate information contained in their records. If a request is denied, the school allows the student to request a hearing to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading or violate the rights of the student. Students have the right to provide consent for the disclosure of their records. The school annually notifies students of their rights under FERPA. The school notifies student of their rights to inspect and review education records. The school includes in that notification the procedure for exercising their right to inspect and review education records. The school maintains a record in the student’s file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

Accessibility to Records Policy

Students will have the right to access pertinent portions of their records within reason. Administrators will have access as necessary per requirements of their job. Request for viewing documentation must be made in a timely fashion. Sending and receiving records while maintaining FERPA regulations. Space will be available for individuals to review requested documentation in the administration office while in the presence of supervising staff. Copying of any or all of a file is prohibited unless permission is given by the head administrator. Removal of any files from the main campus is strictly prohibited. Destruction of files or records of students is strictly prohibited.

Accessibility to records procedure

1. Request for viewing documentation must be made in a timely fashion.
2. Space will be available for individuals to review requested documentation in the administration office while in the presence of supervising staff.
3. Copying of any or all of a file is prohibited unless permission is given by the head administrator.
4. Removal of any files from the main campus is strictly prohibited.
5. Destruction of files or records of faculty, staff and students is strictly prohibited.

School Records Disclosure Policy

Personal identifiable information from a student record may not be disclosed without prior consent of the student except:

A school may disclose personally identifiable information without student consent to the following parties:

- School officials with a legitimate educational interests
- US Comptroller General, U.S. Attorney General, U.S. Department of Education
- State and local Officials
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victims of crime
- Parent of a Dependent student as defined by the IRS
- Parent of student under age 21 regarding the violation of a law regarding alcohol or drug abuse

The school will make a reasonable effort to notify a student who is the subject to a subpoena or court order before complying with disclosure from their record, so that the student may seek protective action (unless the court or issuing agency has prohibited such disclosure).

FERPA does not limit what records a school may obtain, create or maintain. It provides safeguards for education records. If a health record is used to make a decision in regard to a student’s education program, the health record may be construed to be an education record (Letter declaring the student “Fit to Dive”), however the medical records used by the DMO to reach this decision is held by the DMO are considered confidential as per HIPPA.

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Health and Safety Exemptions Requirements:

A health and safety exception permits the disclosure of personally identifiable information from a student's record in case of an immediate threat to the health or safety of students or other individuals.

The school follows the provision outlined in the regulation as follows:

The school only discloses personally identifiable information from an educational record to appropriate parties in connection with an emergency *if* knowledge of the information is necessary to protect the health and safety of the student or other individuals.

Patriot Act changes to FERPA: In response to the terrorist attacks on the United States that took place September 11, 2001, Congress made changes to FERPA. Section 507 of the USA Patriot Act amended FERPA, which now contains 16 exceptions to the general rules. Public Law 107-56; DCL April 12, 2002

Student Request to Disclose Information

Except under one of the special conditions explained in the Accessibility to Records Policy, a student must provide a signed and dated written consent form before an education agency or school may disclose personally identifiable information from the student's education records. The written consent must:

- Specify the records that may be disclosed
- State the purpose of the disclosure
- Identify the party or class of parties to whom the disclosure may be made

When a disclosure is made:

- If a parent or eligible student so request, the school must provide him or her with a copy of the record disclosed, and if the parent of a student who is not an eligible student so request, the school must provide the student with a copy of the records disclosed

Signed and dated written consent may include a record and signature in electronic form that:

- Identifies and authenticates a particular person as the source of the electronic consent
- Indicates such person's approval of the information contained in the electronic consent

Admissions

Prospective students are required to have a thorough knowledge and understanding of the IDI catalog upon acceptance.

Physical Attributes and Aptitude:

The work done by commercial divers is very demanding. It requires physical and psychological endurance. Students seeking admission should be mechanically adept, hardworking, self-motivated and responsible. We are here to help; should you need any assistance with the Admissions process, please contact the school.

Admission Requirements and Procedures

An applicant must:

- 1) Be 18 years or older.
- 2) Schedule an interview with program faculty in order to review applicant's compliance with admission requirements. Interviews may be conducted by phone for applicants outside of South Carolina. Call the recruiter at the main office for an appointment; Jeremy, 843-203-1387.
- 3) Complete the official International Diving Institute, LLC. Application/Enrollment Form. This may be obtained by visiting or contacting the admissions office; Jeremy, 843-203-1387.
- 4) Sign a Release and Waiver of Liability Form.

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- 5) Provide original or certified copies of the following documentation: driver's license, birth certificate and social security card. The student may mail copies of originals; however, he/she must produce originals at registration for verification.
- 6) Submit official transcripts demonstrating high school graduation, GED or equivalent.
- 7) If former military, submit DD214.
- 8) Submit to a formal background check with local, state and federal law enforcement agencies.
- 9) Submit to drug testing prior to and randomly throughout the program.
- 10) Students must pass a Commercial Dive Physical, administered in the first week of school. However, Students may undergo a physical examination prior to admission but within 60 days of start date; declare all pre-existing conditions to the school before having the physical. It is highly recommended that students get an **ADCI** physical by a licensed physician in their area that is **qualified by experience or training to conduct commercial diver physical examinations**. The ADCI website (www.adc-int.org) provides a list of qualified diving medical examiners as well as a copy of the physical examination and medical history forms. The ADCI physical is a very extensive physical. We do require that students have at minimum a physical with an EKG, PFT, UA, CBC and chest x-rays. We also require a formal letter from the physician on letterhead stating that the student is fit for diving and hyperbaric activities. The physician will also need to sign off on the student's logbook after the student has filled out the personal information. We can send the logbook to the student, for a cost of \$35.00, who complete the dive physical before the first day of school. Please keep in mind that perspective employers may require graduates to complete the full ADCI physical. If the student fails that physical, the International Diving Institute, LLC is not responsible in any way and the student will not be reimbursed for any fees, payments, tuition, or any other payments made to IDI to attend the training. It is in the **student's sole discretion** to have the complete ADCI physical performed prior to admission. Please consider when making this decision that any physical obtained for admittance, which is NOT ADCI approved, may NOT be satisfactory for any employment after graduation. Institute accepts NO RESPONSIBILITY for the outcome. Upon request, IDI can provide you or your physician with the medical requirements and standards of an ADCI approved physical.
- 11) Submit to a pressure tolerance test at 60-foot depth of seawater.

Disqualifying Conditions

According to the ADCI physical requirements, a person having any disqualifying conditions, as determined by a physician's examination, shall be disqualified from engaging in diving or other hyperbaric activities. See the ADCI website at www.adc-int.org for a list of disqualifying conditions.

Prior criminal background or records may disqualify a candidate from obtaining a job. Please contact the admissions office for more information.

SCUBA Certification

It is recommended, but not required, that students hold or obtain a basic open water scuba certification by a recognized certification agency.

International Students

We are not accepting international students at this time.

Diver's Personal Log Book

All diver's will maintain a personal dive log book (ADCI Commercial Diver Log Book) or equivalent to detail hyperbaric exposures. The logbook must be identified to the diver using it by photograph, signature and home address.

TWIC

The Transportation Worker Identification Credential, also known as TWIC®, is required by the Maritime Transportation Security Act for workers who need access to secure areas of the nation's maritime facilities and vessels. TSA conducts a security threat assessment (background check) to determine a person's eligibility and issues the credential. U.S. citizens and immigrants in certain immigration categories may apply for the credential. Most mariners licensed by the U.S. Coast Guard also require a credential. Regarding card usage and facility access requirements, please contact the U.S. Coast Guard. Please go to <https://www.tsa.gov/for-industry/twic> for more information.

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Tuition and Fees

Air/Mix Gas Surface Supplied Diving Program

Registration Fee:	\$100.00
Base Tuition:	\$18,000.00
Commercial Diving Equipment:	\$2,600.00
Books:	\$150.00
Commercial Diving Physical:	\$650.00
Open Water SCUBA Training	Free! For Enrolled Students

Financial Assistance

Federal Student Aid Programs (Title IV)

Federal Pell Grant- This is a need based grant. Pell Grant eligibility is determined by an assessment of the student's/spouse's/parent's income and assets and the resulting Expected Family Contribution (EFC).

Federal Direct Subsidized Loan- Low-interest student loans made eligible to undergraduate students who demonstrate a financial need to help cover the costs of higher education. The government pays the interest while the student attends school.

Federal Direct Unsubsidized Loan- Low-interest loans for students who do not meet the financial-need criteria for a subsidized loan. Made to eligible undergraduate, graduate, and professional students.

Please refer to <https://studentaid.ed.gov/sa/> for current interest rates

Eligibility for Federal Student Aid:

In order to apply for financial aid, you must meet the following eligibility requirements:

- Be a U.S. Citizen with a valid Social Security number (or eligible noncitizen)
- Have a high school diploma or General Equivalency Degree (GED)
- Be enrolled in an eligible program*
- Complete the appropriate application and forms, including the FAFSA
*Link to FAFSA on the web <https://fafsa.ed.gov/> IDI School Code: 042556
- Provide all necessary supporting documentation
- Maintain Satisfactory Academic Progress (SAP)
- No default on any prior student loans
- Compliance with Selective Service registration

**Federal Financial Aid (Title IV) is only available for the 640 Hour Air/Mixed Gas Surface Supplied Diving Program*

Note: Any student convicted of selling or possessing illegal drugs while receiving federal student aid may become ineligible to receive aid for all or part of the school year.

VA/VOC Rehab

The International Diving Institute is an approved and certified VA/VOC rehab institution. Students with prior military duty may be entitled through the Veterans Administration program to have financial benefits. Their entitlement will be awarded based on their length of service and other mitigating factors. The VA determines the entitlement and works with the VA representative in the Administration Office.

Third Party Financing

International Diving Institute has partnered with Climb Credit, a third-party financing company. Climb Credit provides simple, fast, and affordable loans with low interest rates for our students. Climb can provide primary funding for our programs as well as "gap" funding for students with other primary sources.

In-house financing

See the Enrollment Agreement for In-house financial options.

For more information on any Financial Assistance programs please contact the school's Finance department.

*Note: Nonpayment of tuition could result in being turned in to a collection agency.

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Withdrawal or Termination

1. A student must notify the Institute to withdraw from the program in a timely manner either verbally or written.
2. The institution will retain an administrative fee associated with withdrawal or termination of \$100.00.
3. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition.
4. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
5. After the first week and through sixty percent (60%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed.
6. After sixty percent (60%) of the period of financial obligation is complete, the institution will retain the full tuition.

Refund and Cancellation Policy

Refund computations will be based on scheduled clock hours of class through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class. The length of a course for purposes of calculating refunds owed is the shortest scheduled time period in which the course may be completed by continuous attendance of a full-time student.

Refund Due Dates:

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within forty (40) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
2. For an enrolled student, the refund due will be paid within forty (40) calendar days from the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, according to the institution's attendance, conduct, or Satisfactory Academic Progress policy. If a student's tuition is sponsored by an outside agency and a balance is outstanding on the account at the time of a withdrawal notice, then the refund will be processed when the payment is received from the authorizing agency.

Cancellations:

1. Rejection of Applicant: If an applicant is rejected for enrollment by IDI, a full refund of all tuition monies paid will be made to the applicant.
2. Program Cancellation: If IDI cancels a program subsequent to a student's enrollment, IDI will refund all money paid by the student.
3. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by IDI cancels within three days (72 hours) of signing the enrollment agreement, IDI will make a full refund; after three days but prior to the start of scheduled classes, IDI will refund all money paid.
4. Cancellation After the Start of Class: After classes begin, during the first 60% of the course, IDI will refund to the appropriate party(ies) a pro rata portion of fees charged, less \$100, for the hours the student actually attended based on the last date attended. There are no refunds past the 60% completion of the course, which meets or exceeds the ACCET standard. The school will make refunds within 40 days after the effective date of cancellation or the last date attended.

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Return of Title IV Funds Policy

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the Administration Staff of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. The Administration Staff must begin the withdrawal process.

For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. Their date of determination is 14 days after they cease attendance. For attendance taking schools, aid received post LDA and prior to DOD is aid that could have been disbursed.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans, FSEOG, and Iraq Afghanistan Service Grants (IASG) during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what your school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours completed in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant
5. FSEOG
6. Iraq Afghanistan Service Grant

Returns must be made as soon as possible to the federal programs but no later than 40 days after the date of determination.

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

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Public Safety

Jeanne Cleary Disclosure of Campus Security Policy and Campus Statistics Act

Purpose: To outline the collection and reporting process by which the International Diving Institute complies with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Requirements: The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092 (f)) and the Code of Federal Regulations require that all institutions of higher Education that participate in federal student aid programs must prepare and distribute an annual report describing the institution's policy on crime prevention issues and statistics on the number of specific crimes (murder, manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft and arson) that have occurred on campus, on non-campus buildings or property, or on public property that is contiguous to campus property. The annual report must also list the number of arrests and administrative disciplinary actions for liquor law, drug and weapons possession violations, certain crimes that manifest evidence that a victim was selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. These statistics are also required to be reported annually to the U.S. Department of Education, Office of Postsecondary Education (OPE) to assist students and their parents in researching criminal offenses on college campuses.

In addition to publishing crime statistics, the act requires institutions of higher education to provide timely warnings to the campus community of certain crimes reported to IDI Campus Security Officer or local law enforcement that may be considered threats to students and employees. If there is an immediate threat to health or safety of campus community occurring on campus, institutions must follow their emergency notification procedures.

1. IDI complies with this law to include, but not limited to:
 - a. Publishing annually a summary of specific crimes committed in the geographic categories as described above for the most recent three calendar years. IDI publishes this information its website and on OPE's web site (www.ope.ed.gov/security)
 - b. Communicating reported crimes, threats and pending dangers to students and employees through Crime Alert Bulletins. IDI issue Crime Alert Bulletins to students via electronic media to students, faculty and staff. Crime Alert Bulletins are also posted to the IDI website.
 - c. Communicating immediate threats to the health or safety of the campus community by activating IDI's Emergency Alert System (EAS) in accordance with IDI Public Safety Policy.
 - d. Maintaining mutual aid agreements and partnerships between IDI, CMMC and local police agencies to assist in communicating information and protecting persons and property in case of immediate danger.
 - e. Reporting on a monthly basis the number and types of crimes committed on campus to state and federal authorities as required.
 - f. Publishing a Crime Log on IDI webpage that records crimes reported to them that occur on campus, on a non-campus building or public property contiguous to the IDI campus.
2. Employees and students should report all crimes and suspicious situations to the Public Safety Officer (Joe Myers) immediately. Employees and students should address any comments or concerning IDI's compliance with the act to the General Manager.
3. Federal, state and local law enforcement activities on campus are shared concurrent jurisdictions, mutual aid or temporary employment contracts.

Public Safety Services

While IDI makes considerable efforts to ensure the safety and security of everyone on campus, it is the individual's responsibility to take precautions to protect themselves.

Law enforcement activities on campus are supplemented by mutual aid agreements with local police agencies. Think and practice crime prevention; report any crimes or suspicious situations to the administrative office 843-740-1124.

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Reporting Emergencies and Crimes

All members of the institution share responsibility of preventing crime. Please report crimes, suspicious activities and emergencies occurring on campus to the admin office immediately 843-740-1124. If the admin office cannot be reached please contact the local police by dialing 911 or 843-740-2800 (non-emergency number). When calling to report an issue, please provide as much information as possible:

- Your name
- Your exact location and the exact location where the incident took place
- The phone number from where you are calling
- Description of any injuries, if any, and if medical assistance is required
- Immediate details of the incident (where it occurred, how long ago etc.)
- Information about the suspect (name, physical description, clothing description, direction of flight, description of vehicle etc.)

Emergency Alert System

Upon the confirmation of a significant emergency or dangerous situation occurring on campus and involving an immediate threat to the health or safety of the campus community, IDI's Emergency Alert System will be activated.

The Emergency Alert System (EAS) includes the following components:

1. EAS Mobile: Text sent to a student's mobile device
2. EAS Classroom: Instructors will be informed via radio of impending action to be taken
3. EAS Campus: Loud speaker announcement

Emergency Evacuation and Drills

IDI conducts unannounced fire drills randomly throughout the year as per the Emergency Procedures Policy. Students, Instructors and Staff vacate the building and gather in the parking lot where the Lead Instructor takes attendance. Once the drill is completed Students, Instructors and Staff are allowed back into the building.

Emergency or Unscheduled Closures

If classes must be canceled due to an emergency, inclement weather or other unscheduled closure of the institute, students will be notified through IDI's Emergency Alert System (EAS) where each student will receive a notification via text message.

Alcohol and Drugs

The sale, possession or consumption of controlled substances is specifically prohibited. For details see the Alcohol and Drug Policy found in the student handbook. Violators are subject to arrest and the institution disciplinary action. A list of Alcohol and Drug Abuse Prevention Program in the local area is available from the Head Administrator.

Firearms Prohibited

In an effort to ensure a safe and secure environment for all members of the campus community, firearms are not allowed in any building, premises or property owned, operated or controlled by IDI except where allowed by law for law enforcement or military purposes. Anyone who violates this policy is in violation of Section 16-23-420 of the S.C. Code of Laws as amended and is subject to arrest and criminal prosecution with a minimum penalty of a \$5,000.00 fine or five year's imprisonment or both.

Preventing or Reporting Sexual Assaults

Sexual assault is strictly prohibited by the institute. The college's Sexual Assault Policy complies with S.C. Code Ann. §59-105-10 et seq. (Supp. 2002), commonly known as the South Carolina Campus Sexual Assault Information Act. "Sexual Assault" is defined as rape or any actual or attempted nonconsensual or forcible sexual touching, including fondling, kissing, groping, attempted intercourse (whether oral, anal or vaginal), penetration or attempted penetration with a digit or any other object. Nonconsensual sexual assault includes those situations in which the victim is unable to consent.

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"Rape" is defined as vaginal, anal, or oral intercourse without consent, whether the victim is overcome by force, fear, intimidation resulting from threat of force, or by drugs administered without consent, or when the victim is otherwise unable to consent. Consent requires speech or conduct indicating a freely given agreement to have intercourse or participate in sexual activities. Previous sexual relationships, current relationships with the perpetrator or the use of alcohol and/or drugs may not be taken as an indication of consent. Use of alcohol and/or drugs by the perpetrator is not an excuse for violation of the sexual assault policy.

The term "unable to consent" means:

- Unable to understand the circumstances and implications of sexual advances;
- Unable to make a reasoned decision concerning the sexual advances; or
- Unable to communicate that decision in an unambiguous manner. Such a situation can result from illness, influence of alcohol or some other substance, physical or psychological disabilities, unconsciousness or some other cause.

The institute will impose sanctions on individuals who commit sexual assault. In cases involving a student, an interim (immediate) suspension may be imposed, which means the accused cannot attend classes or be on campus until an administrative hearing is held (within 10 days). In other cases, the accused may be permitted to attend classes pending a final decision from the General Manager; if that recommendation is suspension (from the institute) or expulsion (from the institute), a hearing will also be held. Among the other disciplinary sanctions that may be imposed are the following: admonition, censure, probation and the restriction of privileges

Harassment is a pattern of intentional, substantial and unreasonable intrusion into the private life of a targeted person that causes the person (and would cause a responsible person) mental distress. Stalking is a pattern of words or conduct that is intended to and that does cause a targeted person (and would cause a responsible person) to fear death, assault, criminal sexual conduct, kidnapping (either the targeted person or a member of his/her family), or damage to his/her property or a family member's property. The administrative staff takes all complaints of harassment and stalking seriously and actively assists students, faculty and staff in dealing with matters of this type through civil and criminal means.

Sexual Assault Prevention

- Avoid being in classrooms or offices alone at night. If you must be there, let the admin office know where you are and how long you will be there. Stay near a telephone.
- Report any suspicious person or activity to the admin office, whatever time of day or night.
- Ascertain the identity of the person at your door prior to opening the door.
- Vary your routine. Do not walk the same route night after night.
- When walking at night, be alert. Listen for footsteps and voices to be sure no one is following you.
- Avoid unlit areas. Whenever possible, walk and park in well-lit areas.
- Always lock the doors of your car, room, apartment or house. Keep the car doors locked even when driving.
- When walking to your car always have the keys in your hand before leaving the building.
- Never pick up hitchhikers.
- When walking from your car to your residence, have your keys in your hand before leaving your car. If you are being dropped off, ask the driver to wait until you are safely inside your residence.
- Take advantage of the rape awareness and rape defense training offered by local community groups.

If you are sexually assaulted:

- Memorize as much detail as possible about the attacker.
- On campus: immediately report the incident to the Head Administrator. Off campus call 911.
- If you do not want to call the police report the incident immediately upon arrival at the institute to the Head Administrator.
- Do not bathe, shower, douche or urinate.
- Do not change clothes, if it can be avoided. If changing clothes is necessary, secure your changed clothes inside a paper bag, not plastic.
- Do not eat, drink, smoke, rinse your mouth or brush your teeth. These actions may destroy evidence.
- Do not disturb the crime scene(s).
- You may call and request medical transportation without divulging that you have been raped. Even if you choose not to become involved with the police, you should seek medical assistance.
- You are strongly encouraged to go through the rape protocol exam for medical attention and for the purpose of preserving important physical evidence of the assault. The rape protocol exam should be done as soon as

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possible. Physical evidence can be obtained up to 72 hours after the assault. However, as time passes, the quality of the evidence diminishes.

- Contact a friend or family member to be with you.

What happens when a rape is reported to the administrative office?

- The Head Administrator will respond to your location on campus, ensure that you are safe and provide you with emergency medical assistance.
- The Head Administrator will ask you questions about the assault (location and time of the assault, description of the accused etc.). You may request to speak to a female or male staff member including local law enforcement agency having concurrent jurisdiction. Local law enforcement may become involved depending on the circumstances surrounding the incident.
- The Head Administrator will protect the crime scene, contact local law enforcement as may become necessary and assist in the collection and preservation of evidence.
- The administrative office will make contact with and escort you to an appropriate medical facility.
- The admin office will contact other assistance agencies (People Against Rape, Solicitor’s Office Victim/Witness Program etc.) on your behalf. The Victims/Witness coordinator from the Solicitor’s Office will help you file any documents related to the S.C. Victim’s Compensation Fund.
- The administrative office will treat you and your case with sensitivity, understanding and professionalism regardless of your gender or the gender of the accused. The administrative staff will not prejudge you or blame you for what occurred.
- The administrative staff will not release your name to the public or the press.

What happens when a rape is reported to the General Manager?

- Upon learning of a rape, the General Manager will contact you. Any information divulged will be kept in strictest of confidence.
- In the event you want to the institute to pursue disciplinary action, you will be asked to provide a written report of the incident. That information will be used to begin disciplinary processes. You will be invited, but not required, to meet with the General Manager to discuss the institute’s disciplinary procedures further. Please remember that information regarding student discipline is maintained as a confidential record.
- When available information has been reviewed by the General Manager, sanctions may be imposed. If the General Manager recommends a temporary suspension, suspension (from the institute) or expulsion (from the institute), an administrative hearing may be scheduled.
- You will have the option to attend the administrative hearing and provide testimony regarding the attack. The General Manager will attempt to make special accommodations for testifying if you are not able to face the accused. You will be listened to and treated with respect. You may have a friend, counselor or support person present during the hearing. All hearings are closed to the public and are confidential.
- Reporting of the crime in no way obligates you to press charges or testify in court. Even if you do not want to press charges, you are strongly encouraged to contact the police for immediate help. You may discontinue the involvement of any police or legal services at any point.

Victim’s Rights

- The alleged victim has the right to be informed of the process prior to any disciplinary action involving the incident and has the option of discontinuing the process if he or she is the only witness.
- The alleged victim has the right to attend the hearing that involves the accused student. The alleged victim has the option of providing testimony regarding the incident, with special accommodations being made for testifying if the victim is not able to face the accused.
- The alleged victim is entitled to bring an adviser, friend, counselor or parent during testimony at the hearing. All hearings are closed to the public and are confidential.
- The alleged victim shall be informed of the outcome of the disciplinary hearing. In the event the accused student appeals the decision, the General Manager will keep the victim informed of the status of those appeals.
- The alleged victim may request changes in his/her academic situation. The institute will accommodate such changes if reasonably possible.

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ACTIVE SHOOTER

In the event of an active shooter entering the school, IDI staff's will alert each other by way of triggering a silent distress signal. However, students, along with staff are expected to be aware of the following:

Coping With an Active Shooter Situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

Profile of an Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

Characteristics of an Active Shooter Situation

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation

How To Respond When An Active Shooter Is In Your Vicinity

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

How To Respond When Law Enforcement Arrives

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

*The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove the injured. Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so

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Information You Should Provide To Law Enforcement or 911 Operators

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

Active Shooter Source: <https://www.dhs.gov/human-resources-or-security-professional>

Emergency Numbers:

International Diving Institute	843-740-1124
North Charleston Police Department	843-740-2800 (non-emergency)
Emergency Services	911

Student Services

Dormitories

Housing accommodations are not provided by the school. A list of accommodations currently used by IDI students is available upon request.

Library

The library (located in the Suite C) maintains a wide selection of books, periodicals, journals, and reference materials to support research, vocational study, and recreational reading. The library is open daily from 11:00am to 1:00pm, 3:00pm to 5:00pm. In addition, computers with internet access are available in the Lead Instructors classroom.

Tutoring

Students have access to tutoring and special training for additional fees. Please contact the Lead Instructor for assistance.

Resume

Students will have the opportunity to take a resume writing class where they will learn how to write a resume, covers letters and a reference page, and be advised on entering into the dive industry field.

Lunch

Lunchtime is from 11:00 – 12:00. Students are allowed to leave campus for lunch or have lunch in the student lounge.

Student Code of Conduct

All students of International Diving Institute (IDI) will be expected and required to follow the International Diving Institute Code of Conduct.

Noncompliance may result in disciplinary action that may include suspension or **dismissal** from the program. Refusal to submit to drug or alcohol testing when demanded will result in immediate dismissal from the program.

1. Students who fail to follow the policy will receive outlined consequences.
2. IDI will be progressive and follow policy requirements to address student behavior.
3. IDI's Student Management is implemented by school administrators, instructors, deckhand etc.
4. Instructors will be expected to communicate behavior policies to students throughout the school period.
5. Instructors will also be expected to determine and respond appropriately to classroom managed-vs.-office managed behaviors.

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Code of Conduct violations include, but are not limited to, the following:

- **THE INSTITUTE HAS A ZERO TOLERANCE POLICY** on any student found using or in possession of illicit drugs or alcohol (Students must sign Alcohol & Drug Policy).
- Any student refusing testing will be immediately suspended from the program and readmission will be reviewed by the Board.
- Use of any substance that may impair the student mentally or physically
- Cheating
- Stealing
- Falsification of records
- Plagiarism
- Behavior harmful to the Institute’s image, function, or contractual arrangements
- Possession of/or the threat to bring weapons on campus
- Violent, conveying a threat, disorderly, negligent or disruptive behavior
- Physical or sexual abuse or harassment
- Discrimination by race, color, religion, age, disability, or gender
- Failure to meet financial obligations to the Institute
- Failure to comply with municipal, state, and federal laws
- Damaging property or equipment
- Use of computer to view material the Institute deems inappropriate, for example: pornography, drugs, alcohol, or anything that is considered illegal, which a student will be prosecuted for.
- Profanity, abusive language
- Safety Code violations
- Cell phone policy violation
- Non-fraternization policy violation
- Failure to comply with IDI attendance policy
- Disrespect towards any **IDI STAFF MEMBER** will not be tolerated, to include vulgar language, obscene body language, failure to comply with instructions, or failure to complete a class assignment.
- Leaving class/dive site without authorization
- Unauthorized breaks
- Leaving school campus without authorization
- Smoking is only allowed in the designated smoking area. This includes electronic smoking devices. Smoking is prohibited emphatically in any other area of campus.

Students are expected to conduct themselves in a professional manner at all times and demonstrate a positive learning attitude.

Safety Code

Safety first, safety always; being safe is always the number one priority of IDI for staff and students. Emergency Procedures, Assessments and Reporting of Accidents: Section 7; International Consensus Standards for Commercial Diving and Underwater Operations is the guideline used in the case of an emergency in diving operations. All incidents must be reported and documented. The incident report file is in the administration office.

Dress Code

- IDI t-shirts are required during school hours and graduation
- Steel Toe Boots
- No large tears or holes in clothing
- Neat appearance
- Good personal hygiene
- Long pants, no shorts
- No baggy pants (safety hazard)
- No Jewelry or body piercings on school premises

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Diving Station Dress Code Policy

The safety of the students is a primary concern throughout all school diving practical activities. The following Diving Station Dress Code requirements will be strictly enforced. Failure to comply with safety requirements and instructions will be grounds for disciplinary action.

- Students will wear safety gear at all times:
 - Personal Floatation Devices (PFD)
 - Hard hat
 - Other gear as instructed
- Any unsafe equipment must be reported immediately:
 - Equipment or gear in need of maintenance or repair must be tagged with a written explanation
- Tobacco of any kind is not allowed in the classrooms, work areas, or on the dive stations, only in the designated area
- All accidents must be reported to an instructor immediately
- When operating the hyperbaric chamber, no jewelry of any kind may be worn

Cell Phone Policy

Cell phones are not permitted at the dive station and are to be turned off while on campus.

- If a student needs to be reached for an emergency, he or she can direct calls to the main office.
- Institute staff members will forward the message of the call to the student promptly
- Students are allowed to utilize their phones during lunch break.
- If a student violates this policy, the phone will be confiscated and held in the administrative offices and returned at the end of the day.

Medical Conditions Policy

Students must schedule doctor's appointments after school hours.

- A student who cancels or takes a leave of absence for medical reasons must have documentation (original copies) from a physician within 24 hours.
- The student must also have a release from the physician to return to class that states the student is fit for diving and hyperbaric activities. This will be done at the student's expense.
- Students are required to notify their instructor or the Administration office when taking medication that may adversely affect the individual's performance and/or cause harm to themselves and/or others.
- The student may provide a copy of the doctor's note with given instructions on the drug and all side effects.
- If the student is not able to dive for five consecutive days for medical reasons, the institute will evaluate whether the student can continue with the school or if the student will need to be rolled back to the next available class. *The student must have a medical clearance from the doctor to return to class.*

Drug & Alcohol Policy

The International Diving Institute is an alcohol and drug free facility. Violations of this Policy will NOT be tolerated. The institute provides a learning environment that promotes the safety and well-being of its students and staff. The training entails strenuous and dangerous activities which require a student to be alert and have a clear mind at all times. Alcohol and drug abuse is dangerous because it leads to physical impairment, loss of judgement, safety violations and the risk of injury, poor health or even death. In keeping with this Policy, the use, manufacture, distribution, sale, purchase, sharing or possession of illegal drugs, drugs obtained illegally, paraphernalia and/or alcohol is strictly prohibited at any facility or location owned or operated by the Institute. In addition, arriving at the institute under the influence of **ANY** drug or alcohol is also prohibited. It will be the responsibility of all students and staff to notify the appropriate individuals when taking medication (prescribed or not) that may adversely affect the individual's performance and/or cause harm to him/herself and/or others. If a doctor prescribes medication for you, you must provide the prescription or a doctor's note as proof of documentation. In order to adhere to this policy, all students and staff must submit to random drug testing. Individuals in violation of the drug and alcohol policies, or who fail any random drug test by IDI could be subject to the following disciplinary actions:

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- The Student’s immediate dismissal from the premises pending appropriate testing for alcohol and/or drugs. If the test proves positive or the student refuses to be tested they will be unable to continue in the program until agreement is made to seek and complete a DOT approved program. The student may return when deemed able by completing the program and provide documentation of such to IDI.
- Review by the Board of Directors
- Possible suspension from the program
- Possible expulsion from the program

If the student is suspended from the program, he/she will have to make up the days at his/her own expense. International Diving Institute recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. IDI supports and recommends student rehabilitation and assistance programs and encourages employees and students to use such programs.

Alcohol and Drug Abuse Programs offered in the local area:

- drugabuse.com/usa/drug-abuse/charleston-sc
- www.charlestoncounty.org/departments/charleston-center
- www.muschealth.org/psychiatry/services/cdap
- local.soberrecovery.com
- addicted.org/south-carolina-free-or-low-budget-programs

Attendance Policy

Students are to complete 640 hours of class time in order to fulfil ADCI certification and graduation requirements. Therefore, students will be required to attend classes every day school is in session. In the event of extenuating circumstances and is time is missed, **the time missed will have to be made up** whether or not the time is excused. Attendance and grades are equally important; **you need to complete all 640 hours as well as maintain a 75% GPA in order to graduate.** Attendance for each student is logged and monitored by the administrative staff on a daily basis.

It is the responsibility of the student to be aware of and adhere to the following attendance policy and procedures:

Attendance Process

- Summary reports will be reviewed by the administrative office on a regular basis
- A warning will be given at 16 hours of missed time
- At 24 hours missed time you will have a counseling session
- At 40 hours missed time you will be rolled back a class

***PLEASE NOTE:** *Consequences for missed time may include losing your funding, suspension/roll back or termination from the program. Determining factors include, but are not limited to, unexcused absences, habitual tardies, and/or lateness.*

Attendance Policies

- Attendance is taken in the morning; anyone who comes in tardy, late, or leaves early **MUST** sign in at the Administrative Office upon arrival/departure **and** notify their instructor.
- Missed time from absences, late arrivals, and early departures **MUST** be made up.
- Make up time is made up after graduation.
- Certifications are not given to students until all the time has been made up.
- Documentation for excused absence must be provided for any missed time within 24 school hours.

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Acceptable excused absence:

- Illness of student; attested by a physician's note
- Contagious disease within the home of the pupil
- Death in the immediate family
- Legal business
- Remedial health treatment such as medical or dental appointments
- Military/VA affairs

Unexcused absence:

- Excuses not listed in the acceptable excused absence list and/or any excuses that are not verified with documentation

Glossary:

- Late – Coming in after the first 15-minute mark of when school starts (7:00 a.m.)
- Tardy – The 15 minute period between the time class starts and being late
- Absent – Not coming to school
- Early Departure – Leaving before the scheduled time of dismissal

Makeup work

It is the student's responsibility to get with classmates and instructors to obtain any notes or missed assignments. Any time missed must be made up in order to receive credit towards the mandatory 640 hours of attendance and also to receive their certifications. There are two ways to make up time: 1. Practical – staying after graduation to make up time by working outside/in the shop, or 2. Essay Writing (details posted on bulletin board).

Readmission

Students who leave the program for any reason and desire to return must reapply and submit a letter requesting readmission. If the student has taken the midterm and passed he/she can reenter the program within 3 months without retesting. If it has been longer than 3 months, the student will have to pass a re-assessment test. Tuition is prorated from the restart point in the program. If a student reapplies after one year it will be considered a new application and all fees will apply. If the student is dismissed from the program for violation of the drug/alcohol policy, he/she must provide proof of DOT approved counseling/rehab along with the letter for readmission. The student will interview before the Board who will determine whether the student can be readmitted. Once all requirements are met the student will join the next available class. If a student is returning after a medical leave of absence (MLOA), any previous Tardy/Late/Absences will not go forward in the student record as the student begins the program again.

Academic Policies**Graduation Requirements**

Upon satisfactory completion of all course material (640 hours) (16 weeks), the student will be awarded a Certificate for Air/Mixed Gas Surface Supplied Diver and an ADCI card for entry-level tender/diver. Additionally, students will receive a certificate for each advanced class successfully completed. Classes have a maximum of 15 students and a minimum of 3 students. Any money remaining in a student's account will be returned to the student or agency sponsoring the student within 40 days. Transcripts are issued upon written request providing financial obligations have been met. The first Transcript will be issued at no charge. There will be a \$20.00 charge for all additional transcripts.

Grading-Measurement and Assessment System

Students are tested by written examination on each section of the course and/or by self-generated diagrams derived from knowledge obtained while in class. Instructors grade papers and assess students' progress. The instructor reviews the results with the students. The Lead Instructor records the test results electronically in the student's records the day they are graded. The Document Manager monitors student records ensuring that students are making

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acceptable progress in the course. Students participate in practical hands-on activities related to commercial diving, which enable course instructors to assess the student's level of knowledge and record the result on a grade rubrics sheet. Each section must be successfully completed with a score of 75 or more prior to advancement in the next section of the program. If the score of 75% is not achieved, the student will be put on Academic Probation. The student must retest and achieve a minimum of 75 on the retest. The maximum grade on the retest will be 75 regardless of the actual score. If the student fails the retest, Academic Suspension will result and the student rolls back. The student will be allowed only two (2) Academic Probationary periods during the 16 week course; more than two (2) Academic Probations will result in termination from the program. Students are placed on academic probation for 15 school days. The students are not allowed to retest on a failed second attempt of a test or on the mid-term exam nor the final exam. All of these circumstances will result in termination from the program. Students may begin the program again after 30 days of the termination date. The terminated student must reapply to begin the program again. However, if the student passed midterm exams, they will be able to start the program at the midterm point, with pro-rated tuition based on the clock hours left in the program, as long as they restart the program within 3 months. After three months, the student will have to pass a pre-assessment test, with pro-rated tuition for the remaining clock hours; after one year, the student will be considered a new applicant. If the student fails the final, they will have to restart the program with pro-rated tuition from the mid-point of the course. The student has a year to complete the program from the initial start date. When the student returns, they will be reinstated with the next available class.

*VA Students: Must sign standard of progress addendum.

Grade Calculation

Score	Grade	Achievement
92 – 100	A	Excellent
84 – 91	B	Good
75 – 83	C	Fair
0 – 74	F	Failure
W/P		Withdraw/Passing
W/F		Withdraw/Failing

Weighting factors and corresponding percentages:

Written Exams	(25% of Final Grade average)
Practical's	(25% of Final Grade average)
Midterm Exam	(25% of Final Grade average)
Final Exam	(25% of Final Grade average)

All Instructors use the grading rubrics to establish what grade was awarded per practical task; the grades are added together and divided by the number of practical's task to arrive at an average grade. This figure is added towards the final grade.

Progress Reports

Progress reports will be maintained and documented in the student files electronically by the Document Manager and available to students upon request.

After the mid-term exam students are given a copy of their progress report. At this time the student will have a conference scheduled with the instructor to discuss areas of improvement and recommendations.

Academic Warning

Students who score below a 75 on their test will be placed on academic warning for 15 school days and will be allowed a retest. If the student fails the retest, he/she will meet with the lead instructor for appropriate course of action. During the warning period, the student must meet the stated requirements established by the Institute and their instructor. If the student is absent, late, or tardy during the warning period, further disciplinary action will result. If the student scores below a 75 (excluding the retest) while on warning, he/she will meet with the lead instructor for appropriate course of action. After a maximum of 2 warnings during the 16 week course the student will be suspended for 30 days. When the student returns, he/she will be reinstated with the next **available** class.

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*VA Students: Must sign standard of progress addendum.

Appeals Policy

Students who disagree with the outcome of a test result will be able to appeal within three days of the posted result.

- The student will take up the issue with the instructor
- If the student is not satisfied with the outcome, they can have the matter reviewed by a lead instructor
- If the matter cannot be resolved with the lead instructor, upon notice from either the student or the lead instructor, a faculty panel shall be convened for determination of the issue

If the panel cannot reach an agreement as to resolution, the matter will be forwarded to the Administration for final determination.

Satisfactory Academic Progress Policy (SAP)

International Diving Institute training programs are all clock hour classes. Satisfactory progress is evaluated quarterly as follows throughout the program:

- The student is required to make quantitative progress toward program completion. To be making satisfactory progress, a student must attend at least 93% of the scheduled class hours on a cumulative basis during any given period.
- The student's academic average is reviewed to determine qualitative progress. The minimum requirement is 75% at the conclusion of each evaluation period.

Students must repeat any modules in which they earn less than 75% average. Course work repeated may adversely affect a student's academic progress in terms of maximum time frames. Incomplete grades are not given. Students who withdraw from the program will receive a 0% in each module interrupted by the withdrawal. All interrupted modules must be repeated upon readmission to the institution.

Evaluation Periods

Students enrolled in the 640-hour Air/Mix Gas Surface Supplied Diving program will be evaluated for satisfactory progress at the following intervals of the program:

160 hours / 4 weeks
320 hours / 8 weeks*
480 hours / 12 weeks
640 hours / 16 weeks

***Students receiving Title IV funds who are not making satisfactory progress after the completion of 320 hours/8 weeks of the program will not receive their second disbursement of Title IV funds and will be placed on probation.**

Students struggling to meet attendance and/or grade average requirements may be subject to additional follow-up evaluations as determined by the institution.

Probation

If a student fails to meet the cumulative 93% attendance and/or 75% grade average after the completion of 320 hours / 8 weeks of the program, they will be placed on probation for the remainder of the program and will be ineligible for Title IV aid. The student will be given counseling from the Lead Instructor and General Manager.

Students will be notified in writing by certified mail when they are placed on probation; or he or she is being administratively withdrawn for unsatisfactory academic progress. Students are given the opportunity to appeal either of these decisions. The letter contains instructions necessary to begin the appeals process.

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Appeal Process:

Students requesting appeal of financial aid ineligibility:

Students who become ineligible for financial aid may file an appeal. An appeal must be in writing and should be submitted to the General Manager within five calendar days of receiving notice of Title IV ineligibility. The written appeal should include the following:

- A personal statement indicating the mitigating circumstances that prevented the student from meeting the Satisfactory Academic Progress (SAP) and/or attendance standards
- An explanation of what has changed in the student's situation and what steps have been taken that allow the student to improve upon past academic performance and/or attendance
- Acceptable documentation of the mitigating circumstances that prevented the student from meeting SAP and/or attendance standards. Examples include:
 - Birth/death certificates, obituaries, funeral programs of immediate family members
 - Medical records on physician's or hospital's letterhead that confirm illness and recuperation time; appropriate signatures required
 - Court documents

The General Manager will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. Decisions on appeals will be finalized within three business days. If the appeal is approved, Title IV funds are disbursed. If the student's appeal is denied, the student will be ineligible for Title IV funds for the entire payment period. The student may continue with the program as a self-pay student as long as the following conditions are met:

1. The International Diving Institute's probationary period of 320 clock hours has not expired,
2. the student meets SAP by the end of the 320 clock hours, and
3. the student has made payment arrangements for the remainder of his or her tuition.

Students requesting appeal of dismissal from school:

The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the General Manager. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

The General Manager will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within three days of the Institute's receipt of the appeal. The decision of the General Manager is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the General Manager's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress status is regained.

The student will be sent the written decision within ten days of the Institute's receipt of the appeal. The decision of the General Manager is final.

Maximum Time Frame:

All program requirements must be completed within a **maximum time frame** of 1.5 times the normal program length, as measured in calendar time. Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame will be administratively withdrawn.

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Maximum Time Frame in Weeks:

640 Hours= 24 Weeks

Transfer and Readmitted Students:

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the Institute.

The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. If the student transfers in 100 hours, and therefore must complete 540 hours at the Institute for the 640 Hour Program (540/40 hours per week = 13.50 weeks), the maximum time frame is 13.5 week's x 150% or 20.25 weeks.

Student Satisfaction

International Diving Institutes' student satisfaction given through program feedback forms is an ongoing effort to obtain feedback from students across all schools in a systematic way. Understanding students' experiences and satisfaction is important in our efforts to enrich the student experience and to make the International Diving Institute a more student-centered school. This effort provides the school with an overview and serves as a diagnostic tool to make improvements to our programs and services.

Student satisfaction reflects the effectiveness of all aspects of the educational experience. The goal is for all students who complete a course to express satisfaction with course rigor and fairness along with instructors and support staff. Effective instructors help students achieve learning outcomes that match course and learner objectives by using current Commercial Diving practices and procedures. Students are satisfied through certifications earned and employment achieved. Effective practices may be analyzed through student and alumni surveys, referrals, testimonials, employer surveys or other means of measuring. Student satisfaction surveys are given to all students at the midpoints and ends of their courses. Student satisfaction is the most important key to continued learning and success in the welding field. All feedback forms and surveys are reviewed by the General Manager.

Student Complaints

Students should attempt to resolve any issues with an instructor or staff member when the issue arises. If the student is unable to do so on their own, they shall make a written notice to the administrative offices outlining the details of the complaint. A conference with the student making the complaint will take place within five (5) business days of the complaint. If the issue cannot be resolved at the informal conference, the complaint will be forwarded to the President of IDI for review. The President will meet with the student and a final determination as to resolution, if warranted, will be made within three (3) business days. If the complaint cannot be resolved at the school level through its complaint procedure, students may file a complaint with the South Carolina Commission on Higher Education. The complaint form is available on the following link:

http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf

NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

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1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
 - a. Name and location of the ACCET institution;
 - b. A detailed description of the alleged problem(s);
 - c. The approximate date(s) that the problem(s) occurred;
 - d. The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
 - e. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - f. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained,
 - g. ACCET will not reveal his or her name to the institution involved; and
 - h. The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).
4. Send To: ACCET
 CHAIR, COMPLAINT REVIEW COMMITTEE
 1722 N. Street, NW
 Washington, DC 230036
 Telephone: (202) 955-1113
 Fax: (202) 955-1118 or (202) 955-5306
 Email: complaints@accet.org
 Website: www.accet.org

Note: Complainants will receive an acknowledgement of receipt within 15 days.

****This information is posted on the student bulletin board***

Transfer Credits

Minimal acceptable grades and/or grade point average

IDI awards transfer credit only when the grade is C or higher or when the sending institution confirms that the grade is equivalent to a C or higher

Any limits on the number of courses or credit hours accepted for transfer or how recently the coursework was taken

If the student earns credit from other ADCI approved institutions or agencies, the student may fulfill up to 50 % of program requirements through advanced standing credit: transfer diving related credit or military diving credit.

Documentation that will be required, e.g. transcript, catalogue, syllabi or course outlines

The student must have an official transcript of previous Diving programs from a recognized ADCI approved Diving School. The student may be asked to provide additional information to support their request for Transfer of Credits. Send all documentation required to the admin office at IDI.

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Procedures to be followed when requesting transfer of credits

Download a form from the website or by a written request from the student to IDI:

- List of courses taken and grades
- Name of Institution
- Any certification or credentials obtained while attending the Institution

Procedures to be followed when appealing transfer of credits decisions

Transfer students who disagree with the Transfer Credits Decision at IDI may request a meeting with the Lead Instructor to present evidence such as course description and syllabi are comparable with courses that are being denied transfer. The Lead Instructor and General Manager review the course documentation. The decision reached by the Lead Instructor and General Manager is final. The CEO is informed of the decision and the reply will be in writing to the student within ten (10) business days.

Methods by which tuition and fees are adjusted

The Head Administrator prorates the tuition based on the hours of course transfer credits given to the student.

A description of any fees assessed for testing, evaluation or granting transfer of credits

Testing the knowledge of the transfer student is carried out by the General Manager and Lead Instructor. The testing results are discussed by the Lead Instructor and General Manager. The outcome and results are recorded by the admin staff. The transfer student will be informed of the outcome by letter from IDI, within 30 days of receipt of the transfer request from the student, providing that the official transcript has been received at IDI. The student will submit an Enrolment and Registration form with the \$100.00 application fee.

Completion and Placement Policy

The Completion and Placement Policy is in place to ensure the effectiveness and value of the training offered by the International Diving Institute. This is done by incorporating student employment information into a statistical tracking system. For accuracy, it is important that students comply with IDI's instructions to follow up with employment information. The Document Manager will make every attempt to contact the graduates by all means provided by the student (phone number, address, email etc.). Withdrawals are documented as incomplete.

Definitions

- i. The terms "IDI" and "International Diving Institute" are used interchangeably
- ii. Employment in the Maritime Construction industry is defined as employment related to or involved in some facet with diving, dive support services, fabrication, and equipment.
- iii. "Completion" is defined as a student completing the 640 hours of the course, passing all exams, receiving their ADCI card and certificate.
- iv. "Placed" and "Placement" is defined as a graduate being employed in the Maritime Construction Industry

Policy

The Institute will ensure that adequate training is provided to every student with the intention of gainful employment in the Maritime Construction Industry upon completion of the program. The Institute cannot guarantee employment but every effort will be made to place students.

Requirements

1. Before graduation, students will have an interview with the Document Manager regarding their plans for employment and steps taken thus far.

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2. After graduation, the school will follow up with graduates regarding their employment. Graduates not employed will be given more information in seeking employment, i.e. a current list of prospective employers, further resume help
3. After a graduate has been employed for 30 days, the school requests information so that employment can be verified and documented.

Procedure

1. An exit interview will be conducted prior to the student attending graduation and receiving their certificates.
2. Employment secured by the student will be documented on the Completion and Placement sheet for their cohort.
3. Accurate phone number, address and emails are gathered from the student. The students are informed that the Document Manager maintains communication with the student to follow up on their current employment status post-graduation.
4. After being employed for 30 days the student will contact the Document Manger with employment information for verification purposes.
5. The employment data will be kept on file and used to fill in Completion and Placement Statistics.
6. The Document Manager keeps an ongoing and updated record to track accurate progress on the ACCET website on Document 28.1 on a monthly basis.

Requirements:

1. The student emails their hire information to the Document Manager.
2. The Verification of Employment form is faxed, emailed or mailed to the employer 30 days after the student has reported their hire date.
3. The information received will be added to the statistical data record.

*Employment information requested includes the following:

Name of student:

Phone Number:

Completion/graduation date:

Program name: Air/Mixed Gas Surface Supply Diving

Employer information:

- Employment Start date:
- Job title and/or description of placement:
- Full time or part time:
- Name of employer:
- Employer mailing address:
- Employer telephone number:
- Employer e-mail address:
- Employer contact person:

Type of placement: (Is it Temporary, Self-Employment, and/or Continuing – which is going back to the same job from before you attended to school)

Course Outline and Objectives

In order to receive an ADCI card student must have adequate training and possess a valid certificate from an approved school under the National Consensus Standards published by ANSI and Accredited Commercial Diver Educators (ACDE); ANSI/ACDE-01-1998 American National Standard for Divers Commercial Diver Training-Minimum Standard.

Curriculum

The following curriculum meets the ACDE/ANSI Standards and the student will receive an ADCI certification card upon graduation. The benefit of obtaining an ADCI certification card is that it is recognized and accepted internationally.

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Air/Mixed Gas Surface Supplied Diving Program – 640 hours/16 weeks

PRINCIPLES OF DIVING PHYSICS And FORMULA APPLICATION: 25 Hours

- Objectives
- Terms Related to Physics
- Measuring the Divers World
- The Gasses Divers Use
- The Gas Laws
- Buoyancy Principal
- Physics Calculations and Formulas
- Physics Exercises and Homework/Quizzes

AIR DECOMPRESSION and DECOMPRESSION PROCEDURES: 30 Hours

- Objectives
- Terms Related to Decompression Diving
- Decompression Tables for Air Diving/Surface Decompression
- Dive Charts Tables and Exercises
- History of Decompression
- Decompression
- Air O₂ Practical Application of Decompression
- US Navy Standards Air Decompression Tables
- Surface Decompression Tables (O₂ and Air)
- Altitude Diving Tables and Computation

ANATOMY AND PHYSIOLOGY: 18 Hours

- Objectives
- Terms Related to Anatomy & Physiology
- Systems of The Body
- Diving Injuries and Psychological Aspects
- Effects of Pressure

DIVING DISEASES and INJURY: 12 Hours

- Objectives
- Terms Related to Diving Diseases and Injuries
- Divers Ailments
- Diving Injuries and Psychological Aspects
- Diving Emergencies and Procedures

TREATMENT OF DIVER'S ILLNESS AND INJURIES: 30 Hours

- Objectives
- Recompression Rules
- Recompression Treatment Procedures
- Practice Treatment Exercises
- Examination of Injured Diver
- Air and O₂ Treatment Tables

FIRST AID & CPR Module 1: 16 Hours

- Objectives
- In accordance with the American Heart Association
- Practical Application
- Administration of Oxygen In Diving Environment

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NOXIOUS GASES IN DIVING OPERATIONS: 2 Hours

- Objectives
- Noxious Gases in Diving Operations
- Noxious Gases in Industrial Environments
- Noxious Gases in Confined Spaces
- Explosive Gases
- Preventing and Handling Noxious Gases
- Using Proper Equipment and Instruments
-

ENVIRONMENTAL HAZARDS OF DIVING: 12 Hours

- Objectives
- Dangerous Marine Life
- Exposure and Weather Patterns
- Sea Conditions
- Contaminated Water Diving
- Oxygen Deficient Environment
- Underwater Explosions
- Suctions and Discharges

HYPERBARIC CHAMBER OPERATIONS and TRAINEE PARTICIPATION IN CHAMBER OPERATIONS: 60 Hours

- Objectives
- Decompression Chamber History
- Hyperbaric Chamber System and Design
- Drawings & Schematics
- Gas Supply for Chambers
- Precautions in Chamber Use
- Chamber Operations Procedures
- Surface Decompression using Oxygen and/or Air-Nitrox
- Lock in/Lock out Procedures
- Fire Prevention
- Oxygen Safety
- Chamber Maintenance
- Practical applications

SEAMANSHIP AND RIGGING FUNDAMENTALS / PRACTICAL APPLICATION: 85 Hours

- Objectives
- Construction use and care of Fiber, Synthetic, and Wire Rope
- Seamanship Rigging/Splicing/Knots and Hitches
- Calculation of Problems for Safe Working Load
- Performance of Underwater Rigging Project
- Crane Signals and Directions
- Air-Winches and Booms
- General Rigging Equipment Usage and Maintenance

LIGHTWEIGHT DIVING EQUIPMENT FUNCTION AND NOMENCLATURE: 24 Hours

- Objectives
- History and Development of Diving
- Introduction of Using Lightweight Diving Equipment
- Nomenclature and Function
- Disassemble/Assemble Mask and Helmets

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LIGHTWEIGHT DIVING PROCEDURES and TECHNIQUES: 40 Hours

- Objectives
- Safety Precautions
- Orientation Dives Using Lightweight Diving Gear, Helmets and Weighted Belt
- Dress Diver and Commerce Dive Water Entry
- Orientation Dives
- Underwater Use of Communication
- Timekeeping/Chart Procedures
- Use of Diver's Log Book
- ADCI & ANSI Commercial Diving Standards
- Diver Classification, Qualifications and Certification
- Divers Accident Reports
- SDI SCUBA Course

MAINTENANCE OF DIVER'S UMBILICAL: 12 Hours

- Objectives
- Proper Method for Making, Maintaining and Testing Umbilical's
- Care and Maintenance of Diving Umbilical's

UNDERWATER WORK USING LIGHTWEIGHT DIVING EQUIPMENT: 65 Hours

- Objectives
- Emergency Procedures for Loss of Gas
- Multiple Bolts and Flange Projects
- Bottom Search Project
- Penetration Dive
- Hogging Line Project and Angle Descending Line
- Excavating, Dredging and Air Lifts
- Air Lifts and Hand Jetting
- Mid Water Project
- Lifting Devices
- Introduction to Free-Flow Helmets
- Introduction to Underwater Inspection
- Ships Husbandry/Dry Docks
- Sea/Ship and Salvage
- Safety Inspection, equipment & procedures
- Inland & Coastal Diving
- Live boating...
 - a) Operational Considerations
 - b) Safety Considerations
- Inland and Coastal Diving Procedures
 - a) Power Plants
 - b) Pile, Piers and Bridges

DIVE OPERATIONS PLANNING: 12 Hours

- Objectives
- In Accordance with the ADCI Consensus Standard, OSHA and USG, Diving Regulations
- Proper Completion of JHA and JSA Forms
- Pre-Dive and Post Dive Briefings
- Safety Briefings

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DIVING LOGS, RECORDS AND STANDARDS FOR COMMERCIAL DIVING OPERATION: 12 Hours

- Objectives
- Use of Dive Logs, Records and Reports
- Define Differences in Standard for Commercial Diving Operations as set forth by ADCI, USG and OSHA
- Use of Log Books and Recording Dives
- Diving Incident Reports

UNDERWATER TOOLS AND EQUIPMENT USED UNDERWATER: 24 Hours

- Objectives
- Care and Use of Tools and Equipment Used Underwater
- Safety Precautions While Using Tools and Equipment Underwater
- Nomenclature and use of tools
 1. Hand Tools
 2. Pneumatic and Hydraulic Tools
 3. Special Tools
 4. Dredges and Air lifts
 5. Lift Bags
- Inspection of Tools
- Practical Application in Using Tools Underwater
- Pneumatic UW. Tools and Power Units
- Hydraulic Tools and Power Units
- Lifting Devices
- Inspection and Maintenance of UW Tools

DRAWING, BLUEPRINT READING AND REPORT WRITING: 8 Hours

- Objectives
- Read and Understand Blueprints
- Properly Prepare Drawings for Reporting Purposes
- Preparation of Formal Reports
- Scale Drawings and Schematics

HOT WATER SYSTEMS: 2 Hours

- Objectives
- Practical Experience in the Set Up, Operation, Shut Down and Maintenance of Diver's Hot Water Systems
- System Description and Design
- Hot Water Suits and Hot Water Umbilical
- Safety Procedure While Using Diver's Hot Water System

INTRODUCTION TO TOPSIDE WELDING: 26 Hours

- Objectives
- Application of Topside Welding
- Limitations of Topside Welding
- Welding Techniques and Components
- Equipment for Topside Welding
- Safety Precautions

TOPSIDE WELDING EQUIPMENT: 12 Hours

- Objectives
- Equipment for Topside Welding
- Personal Protective Equipment
- Safety Precautions While Topside
- Fire and Explosion Protection

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OXYGEN-ACETYLENE CUTTING TECHNIQUES: 10 Hours

- Objectives
- History of Oxy-acetylene Cutting
- Equipment for Oxy-acetylene Cutting
- Safe Handling of Welding Gases
- Safety Precautions in Oxy-acetylene Cutting
- Techniques for Oxy-acetylene Cutting

PRACTICAL APPLICATION OF OXYGEN-ACETYLENE METHOD OF CUTTING: 12 Hours

- Objectives
- Construction and Nomenclature of Cutting Equipment
- Setting Up Equipment
- Oxy-acetylene Cutting Techniques
- Practical Application and Students Projects
- Safety Precautions and Fire Prevention

INTRODUCTION UNDERWATER WELDING AND CUTTING: 24 Hours

- Objectives
- UW Welding/Cutting Equipment
- UW Welding and Cutting Technique
- UW Cutting and Welding Procedures
- UW Welding in the Flat, Vertical and Over-Head Positions
- UW Safety Precautions

MIXED GAS-SURFACE SUPPLY DIVING: 30 Hours

- Objectives
- History & Medical Aspects of Mixed Gas Diving
- Mixed Gas Diving Techniques, Procedures and Formulas
- Mixed Gas Decompression and Emergency Procedures
- Treatments
- Mixed Gas Practical Applications
- Introduction to Remotely Operated Vehicle (ROV)
- ROV's Offshore and Inland Applications
- Safety Procedures and Regulations

MARINE ENGINES AND COMPRESSORS: 16 Hours

- Objectives
- Application of Diesel Engines in Diving
- Seven Systems Common to All Diesel Engines
- Power Take Offs and Clutches
- Practical Diesel Operations
- Maintenance of Diesel and Compressor
- Trouble Shooting of Diesel Engine and Compressors
- Types of Compressors Used in Diving
- Compressor Calculations (SCFM and PSI Requirements)
- Associated Equipment Used with Diesel and Compressors
- Compressor Maintenance (Practical)
- Set Up of Operations Compressors and Maintenance of Dive Chamber
- Practical Troubleshooting of Compressor Systems
- Air Purity Testing
- Valves Fittings and Components
- Air Schematics

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INDUSTRIAL AND OFFSHORE SAFETY: 6 Hours

- Objectives
- US Coastguard Regulations
- General Industry Safety
- Offshore Safety
- Basic Crane Safety
- Survival Offshore
- Riser Clamp and Riser Setting
- Pipeline and Bottom Working Applications

IN WATER CONDITIONING: 10 Hours

EMPLOYMENT ASSISTANCE: 5 Hours

- Resume Preparation
- Final Job Search

*IDI does not guarantee employment post-graduation, however, job listings are posted and updated weekly of openings in the Commercial Diving Industry and a directory of Diving Companies is available to students. The admin staff helps the students with instruction of resume writing, fine tune interview skills and help with job search for placement.

Book Requirements

- Commercial Diving Training Manual 6th Edition (ISBN 978-1-930536-95-1)
- ADCI Commercial Diver Logbook (ISBN 0-941332-89-6)

Gainful Employment Program

The Air/Mixed Gas Surface Supplied Certificate program is eligible for federal financial aid and referred to as a “Gainful Employment” program. The institute reports student outcomes for this program. The statistical data is provided in the chart below.

Air/Mixed Gas Surface Supplied Diving 2015

Credential	Graduated	Retention %	Placement %	Placed	Continuing Education*
Certificate	56	100	92.16	47	5

*Students not placed after graduation because they pursued continuing education opportunities

Advanced Training Programs

Admission to the advanced training programs requires enrollment in the full curriculum or possession of a current Air/Mix Gas Surface Supplied Commercial Diver Certificate recognized by IDI.

Advanced Programs Offered

- Underwater Burning
- Underwater Welding
- HAZWOPER/HAZMAT Technician
- ROV

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Underwater Burning Training and Certification

40 Hours – 1 week

Course cost: \$2,500

The course objective is to train and certify divers in underwater Burning/Cutting.

The instructor systematically guides the diver through the course by beginning with the basic modular through successful completion of the entire 40 hour/1 week program.

Burning virtually all metal and other materials by cut, burned, pierced or melted with BROCO Underwater Ultrahemic System at ambient pressure.

The diver is required to pass a Burning Performance Qualification and Pass the Safety/Operations Test through the BROCO Manual, the test will be witnessed by a certified Instructor.

The specification for Underwater Welding and Cutting Standard Z49.11-88 (ANSI) by AWS is used for classroom training and testing.

Certification received at completion of the training program:

- Certificate from International Diving Institute and AWS/ANSI

Underwater Wet Welder Training and Certification

80 Hours – 2 weeks

Course cost: \$4,400 (\$4,300 tuition, \$100 Lloyd's Register testing)

The course objective is to train and certify divers in underwater wet welding.

The instructor systematically guides the diver through the course by beginning with the basic modular through successful completion of the entire 80 hours (2 weeks) program.

Welding at ambient pressure with the welder/diver in the water without any mechanical barrier between the water and the welding arc. (Wet welding)

The diver is required to pass a Welder Performance Qualification (WPQ) to AWS D3.6:1999 Code (Class B) for Under Wet Welding. The WPQ testing will be witnessed by a Major Class Society Lloyds Register (LR).

The Specification for Underwater Welding Standard (ANSI) is used for class room training and testing. There are four weld classes (A, B, C, and O) they encompass the range of quality and properties.

Certification received at completion of the training program:

- Lloyds Register; Welder Performance Qualification AWS D3.6:1999 Code
- Certificate from International Diving Institute and AWS/ANSI

HAZWOPER/HAZMAT Technician

40 Hours – 1 week

Course cost: \$1,500

Hazardous Waste Operations and Emergency Response and Hazardous Material Technician Course.

OSHA approved course- 40 Hours (1 week) training to meet the core competencies for Hazardous Materials Technician and On-Scene Incident Commander as outlined in OSHA 1910.120 Hazardous Waste Operations and Emergency Response and the educational competencies referenced in NFPA 472-Professional Competence of Responders to Hazardous Materials. Along with full curriculum concerning land based hazmat incidents, this International Diving Institute Course also covers core principles concerned specifically with underwater hazmat environments and the aspects of hazmat diving.

Certification received at completion of the training program:

- Certificate from International Diving Institute for Contaminated Water Diver
- HAZMAT Card

*Scuba certification required for course. Having a full face and dry suit is preferred.

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ROV Pilot and Technician
Course cost: \$8,500

171 Hours – 4 weeks

Since the 1970's remotely operated vehicles (ROV) have been used by private sector companies to perform inspection underwater, reducing the risk to divers in potentially dangerous situations. Now this technology is available mainstream, and companies around the world are hiring ROV pilots and technicians. This training course exceeds IMCA R002& R005 standards for basic entry level training requirements for personnel entering the ROV industry.

The following subjects are covered:

- Obstacle avoidance sonar (Tritech Micron 675khz)
- Obstacle avoidance sonar (Imagenex 855 675khz)
- Phantom HD 2 ROV
- 35 hours practical hydraulics training using MB400 Trainer
- Fiber Optic training including installing 3M hot melt SIT connectors
- Use of Electrical test equipment
- Practical tether retermination
- Practical hands-on piloting time (logged)
- Inspection techniques and report writing
- Kramer video switcher
- Video Commentary and DVD editing
- VHF radio operation
- Manipulator exercises
- USBI ROV tracking system
- Wreck survey
- Salvage
- Pipeline survey
- Power cable survey

Certification received at completion of the training program:

- International Diving Institute certificate for training that meets or exceeds IMCA (International Marine Contractors Association) recommendations

Financing

All advanced programs must be paid in full before class begins, payment may be made by cash, check or credit card (Amex, Visa, MasterCard).

*Refunds- As per the Refund Policy found on page 7 and 8

Standards of Progress

The written portion of the Underwater Welding and Underwater Burning core programs must be achieved in the Air/Mixed Gas Surface Supplied Diving course prior to the advanced certifications taking place. Students must achieve over 75% on the written portion to enter the course and have attained an ADCI card. The students are graded on a practical grade sheet to monitor their progress.

The HAZMAT course is completed by a written test which students must achieve 75% to pass the course; if a student fails they will be rolled back to the next class.

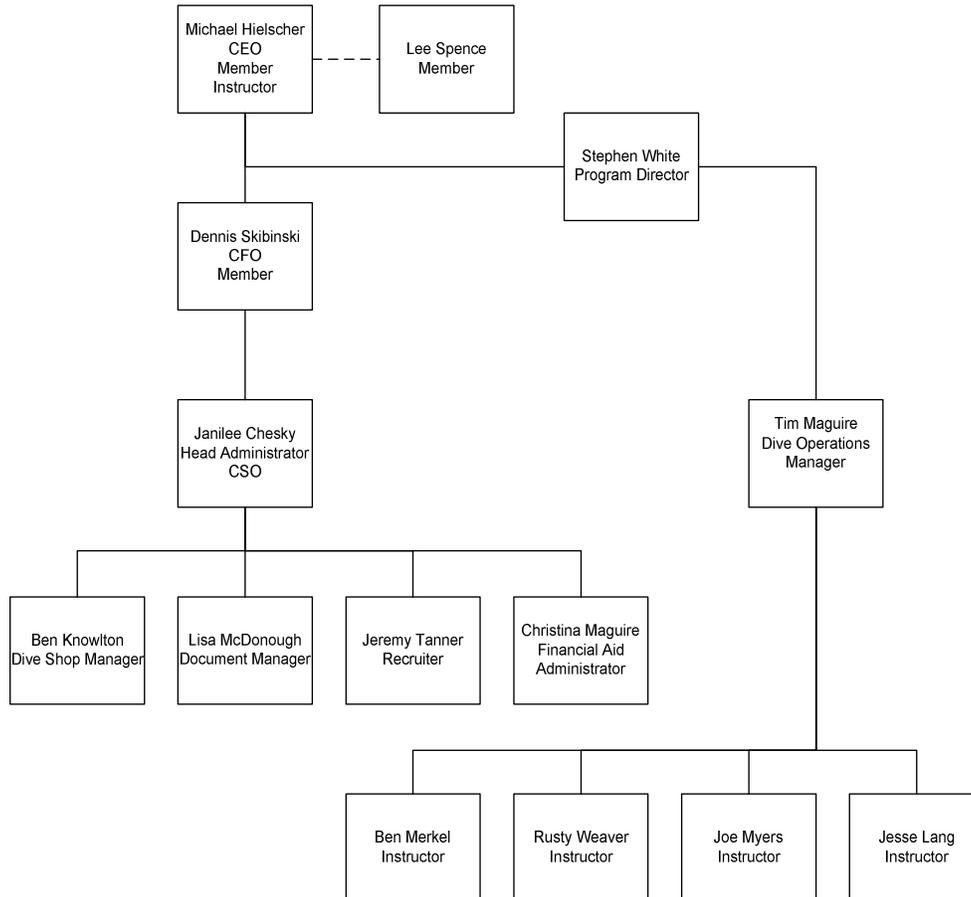
The ROV Pilot and Technician course progress is assessed weekly by written test which students must achieve 75%; if a student fails they will be rolled back to the next class. The course is completed by a written test which students must achieve 75% to pass the course; if a student fails they will be rolled back to the next class.

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Attendance Policy for advanced classes

A student must attend at least 93% of the total hours for a program to graduate. A student who misses more than 7% of class hours will be disenrolled and given the opportunity to roll into the next class. Any time less than the prescribed time can be made up by the student.

International Diving Institute Organizational Chart



Owners/Board Members

Michael Hielscher, CEO, General Manager, and Board Member

Mr. Hielscher is a co-owner and General Manager of IDI. He attended Technical College/University, Roskilde Denmark and earned a degree in Mechanical Engineering in 1983. He entered The Royal Danish Navy in 1983 and served as a Senior Diving Instructor and Assistant Chief Instructor. After military services Mr. Hielscher continued his diving career in the North Sea as a Saturations Diver and Supervisor for Inshore Marine Service A/S in Denmark. Mr. Hielscher transferred to The Gulf of Mexico where he worked as a Saturation/Mixed Gas Diver for Global Divers International, and Cal Dive International. Mr. Hielscher has over twenty years of offshore diving and supervising experience, before joining the *International Diving Institute, LLC*. Mr. Hielscher is certified as: Bell Saturations Supervisor (IMCA), 1990; Air Supervisor (IMCA), 1990; Navy Diving Supervisor, Bell Saturation Diver (IMCA), 1987; NDT – Det Norske VERITAS (DNV), 1988; UW Welding – UW Blasting, 1986; and Safety Offshore Certification, 1989. Mr. Hielscher speaks Danish, Swedish, Norwegian, German, and English. He is currently working as a consulting Dive Superintendent for offshore diving companies to include Deep Marine Technology (DMT), 2-W Diving and Bisso Marine.

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Edward Lee Spence, Board Member

Edward Lee Spence is a co-owner of IDI. He is an internationally known expert on shipwrecks and sunken treasures, and has been described as one of the founding fathers of marine archaeology. He graduated Cum Laude from the University of South Carolina in 1976. He obtained a Bachelor Degree of Arts in Interdisciplinary Studies with academic concentration in marine archeology. Dr. Spence’s past work has been funded by such institutions as the Savannah Ships of the Sea Museum, the College of Charleston, and the South Carolina Committee for the Humanities and the National Endowment for the Humanities. In 1991 and 1992, Dr. Spence served as Chief of Underwater Archaeology for Providencia, a 40,000 square-mile archipelago in the Western Caribbean. He has worked on the wrecks of Spanish galleons, pirate ships, Great Lakes freighters, modern luxury liners, Civil War blockade-runners and submarines. He has authored more than two dozen books, and has served as editor for a number of nationally distributed magazines. Spence was the discoverer of the Civil War submarine Hunley, and in 1995, at the official request of the State of South Carolina Hunley Commission, he donated all of his rights to the wreck to the State. The Hunley has been described as the most important underwater archaeological discovery of the 20th century. Although Spence has discovered numerous historically significant shipwrecks, including the Confederate cruiser Georgiana, and has salvaged millions of valuable artifacts, he considers his identification of George Trenholm, who was the owner of the Georgiana, as the “Real Rhett Butler” to have been his most important literary discovery.

Dennis Skibinski, Board Member

Dennis has more than 25 years of experience in the financial Services industry. Most recently Dennis was responsible for Commercial and Industrial new business development for a leading national bank. Prior to this, Dennis was the CFO/Controller for a leading money transmitter and a Telecommunication company. Dennis holds a B.A. in Accounting from Long Island University and is a Certified Public Accountant; Series 19 &21.

Faculty

Stephen White, Director of Programs

Stephen has been a Commercial diver since 1983. He began his career as an inshore diver then traveled the world working as an offshore diver; his most recent adventure is as a diving school program coordinator/instructor and diving consultant. As well as a great deal of work experience, the skills and tickets he brings to our program include: Teaching Diploma---University of New Brunswick, Saturation Diver---Australian Diver Certification Scheme & Divers Certification Board of Canada (ADAS, DCBC), Diver Medic Technician---International Marine Constructors Association (IMCA), Diving Supervisor---DCBC, Underwater Welding---Canadian Welding Bureau (CWB), Equipment Technician---KMDSI, NDT, Magnetic particle & Ultrasonic---Canadian General Standards Board (CGSB).

Timothy Maguire, Dive Operation Manager

Tim was born in Bay Shore, New York, and grew up in Central Islip, New York, where he graduated from high school in 2001. Tim began an apprenticeship program with the International Brotherhood of Electrical Workers (IBEW) Local 25 after graduating from high school. He worked as a journeyman electrician until 2013 when he became a student at IDI, graduating as an Air/Mixed Gas Surface Supplied Commercial Diver in February 2014. Tim worked with Commercial Dive Services for two years as an inland diver. He also worked for Puttnam builders driving piles and building docks and piers for six months. Tim returned to IDI as an instructor in September of 2015.

Ben Merkel, Instructor

As an army combat veteran he served three years stationed at Ft. Carson, Colorado and as a Calvary scout with a deployment to Iraq. Ben enjoys any activity that puts him in or near the water and he is also an avid photographer. Ben strives to instill safety and team work into all students at International Diving Institute. After graduating with a Surface Supplied Air/Mixed Gas Certification from Dive School, Ben worked as an inland diver with several Dive Contractors involved with dam inspections, repairing submerged pipelines and working with potable water systems from water intakes to elevated storage tanks. Today as the deck instructor/supervisor at International Diving Institute, LLC., Ben holds a Surface –Supplied Air Diving Supervisor certification from the Association of Diving Contractors, International. He is also a Kirby Morgan maintenance and repair tech.

Joe Myers, Instructor

Certified open water diver in 1976, served in the US Navy until 1987. Continued recreational diving education with certification to advanced and rescue diver in 1989 after logging more than 1500 dives. Joined North Charleston Police Department in January of 1989 as a patrol officer and later a detective serving as a Police diver as need for underwater recovery, crime scene and evidence collection. Following the events of 9/11, he became a full time Police diver with an

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emphasis on Port Security. Joe became an SDI, ERDI instructor while serving as a Police Port Security diver to further educate others conducting the same mission. Retired from the Police Department in January of 2016 and now instructs both IDI commercial students and Public safety and recreational students.

Jesse Lang, Instructor

Jesse started diving recreationally in 2001. After retiring from the Marine Corps in 2015 he took his love of being under water to the next level, and expended his training here at The International Diving Institute. After receiving training in HAZWOPPER/HAZMAT diving operations, Lloyd’s Register Welding Certification, and IMCA ROV Pilot/Tech he started a small business here in Charleston, SC. He is currently involved with ground water research being conducted by The University of South Carolina here off the shores of Isle of Palms.

Rusty Weaver, Instructor

Rusty is a US Army Veteran who served 15 years as a heavy equipment mechanic and recovery operator. He was stationed in Hawaii for 7 years where he was certified as a PADI Dive Master and worked on dive boats. He also worked in the oil fields in North Dakota as a diesel and equipment mechanic as well as a shop manager. He continued his diving career by attending IDI and then worked for an inland dive company.

Administration Staff

Janilee Chesky, Head Administrator

Janilee Chesky retired from the U.S. Navy with 20 years of administrative experience, and 12 years as office manager for a local land clearing business. She is IDI’s certifying school official for VA/Voc Rehab and also manages the administration office including finances and student records.

Jeremy Tanner, Recruiter

Jeremy has been diving since 1998, and began teaching in 2009. As a NASE Instructor Trainer, he held the position of Course Director for the scuba program at the International ALERT Academy in Texas, where he ran instructor training programs and taught underwater recovery diving. He is also an avid underwater photographer. With many years of operations management and human resources experience, Jeremy works with IDI school admissions and maintains the school's online presence.

Lisa McDonough, Document Manager

Lisa hails from Pittsburgh, Pennsylvania and has lived in Texas, North Carolina, London, Chicago, and now resides in Charleston. She earned an MSc degree in Development Studies where she defended her theory of social movements as being a contributing factor to immanent development. Her BA degree consists of a double major in International & Global Affairs and Development, and Anthropology, with a minor in Sociology. She also has a CELTA certification to teach ESL adults. She is proficient in qualitative analysis/research, management, training/tutoring, and has an adept knowledge of multicultural affairs. Her interests include archaeology, photography, traveling, global socio-economic issues, and cultural diversity.

Christina Maguire, Financial Aid Administrator

Christina is from New York, lived in Charlotte for 10 years and now resides in Charleston. She has her Bachelors in Business Management, PHR Certification and over 12 years of experience in Human Resources, Customer Service, and Management. Christina is IDI’s Financial Aid Administrator. She enjoys spending time with her son and husband anywhere outdoors and on the water.

Benjamin Knowlton, Dive Shop Manager

Ben was born in New Jersey and raised in Arizona. Joining the army at 20 years old, he was a cavalry scout, serving with the 3rd Infantry Division from 2008-2011 at Fort Stewart, Georgia. Ben has a diverse background in many different trades such as welding, fabrication, pipe fitting, electrical, plumbing, general construction, telecommunications, and engine repair. Ben graduated from the International Diving Institute in 2015 as an Air/Mixed Gas Surface Supplied Commercial Diver. Ben enjoys woodworking, bicycling, snowboarding, and recreational diving.

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2017 Class Schedules

****The Institute reserves the right to reschedule or cancel classes as necessary. In the event of rescheduling or canceling a class, the student will be notified with a phone call and a written notice. The notice will include a confirmation form for the student to return to the school that provides the option to choose another start month or to withdraw from the course. ******

Air/Mixed Gas Surface Supplied Diving

Class	Registration	Class Start	Graduation
January	1/3 & 1/4	1/5/2017	4/28/2017
February	1/30 & 1/31	2/1/2017	5/25/2017
March	2/27 & 2/28	3/1/2017	6/23/2017
April *	4/3	4/4/2017	7/28/2017
May	5/1 & 5/2	5/3/2017	8/24/2017
June	5/30 & 5/31	6/1/2017	9/22/2017
July	7/3 & 7/5	7/6/2017	10/26/2017
August	7/28 & 7/31	8/1/2017	11/22/2017
September	9/5 & 9/6	9/7/2017	1/16/2018
October *	10/2	10/3/2017	2/9/2018
November *	10/30	10/31/2017	3/9/2018
December	12/4 & 12/5	12/6/2017	4/13/2018

Minimum of 3 students per class, maximum of 15 students per class
 Registration includes administrative paperwork, dive physicals, issue of dive gear and books

Underwater Wet Welding

Class Start	Graduation
1/23/2017	2/3/2017
2/20/2017	3/3/2017
3/20/2017	3/31/2017
4/6/2017***	4/21/2017
5/30/2017*	6/12/2017
6/26/2017**	7/10/2017
7/31/2017	8/11/2017
8/28/2017**	9/11/2017
9/25/2017	10/6/2017
10/30/2017**	11/13/2017
11/27/2017	12/8/2017

Minimum of 3 students per class, maximum of 8 students per class
 Due to Holidays not all classes are running Monday to Friday

* Class starts on a Tuesday ends on a Monday

** Class starts on a Monday ends on a Monday

*** Due to Spring Break April's class will start on 4/6 a Thursday and end on a 4/21 a Friday or there would be no April class

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Underwater Burning

Class Start	Graduation
2/6/2017	2/10/2017
3/6/2017	3/10/2017
4/24/2017	4/28/2017
5/15/2017	5/19/2017
6/13/2017*	6/19/2017
7/11/2017*	7/17/2017
8/14/2017	8/18/2017
9/12/2017*	9/18/2017
10/9/2017	10/13/2017
11/14/2017*	11/20/2017
12/11/2017	12/15/2017

Minimum of 3 students per class, maximum of 8 students per class
 Due to Holidays not all classes are running Monday to Friday
 * Class starts on a Tuesday ends on a Monday

HAZMAT

Class Start	Graduation
2/6/2017	2/10/2017
3/6/2017	3/10/2017
4/3/2017	4/7/2017
4/24/2017	4/28/2017
6/13/2017*	6/19/2017
7/11/2017*	7/17/2017
8/14/2017	8/18/2017
9/12/2017*	9/18/2017
10/9/2017	10/13/2017
11/14/2017*	11/20/2017
12/11/2017	12/15/2017

Minimum of 3 students per class, maximum of 12 students per class
 Due to Holidays not all classes are running Monday to Friday
 * Class starts on a Tuesday ends on a Monday

ROV

Class Start	Graduation
1/9/2017	2/3/2017
4/3/2017	5/2/2017
7/10/2017	8/4/2017
10/2/2017	10/27/2017

Minimum of 3 students per class, maximum of 12 students per class
 The Institute reserves the right to amend dates if required

School Holidays

New Year's	January 2, 2017	Labor Day	September 4, 2017
Spring Break	April 14-17, 2017	Veterans Day (observed)	November 10, 2017
Memorial Day	May 29, 2017	Thanksgiving	November 23-24, 2017
Independence Day	July 4, 2017	Winter Break	December 18, 2017 - January 1, 2018

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ACRONYM KEY

ACDE	Association of Commercial Diving Educators
ADC/ADCI	Association of Diving Contractors International
ANSI	American National Standards Institute
AOT	Advanced Occupational Technology
AWS	American Welding Society
BA	Bachelor of Arts
BS	Bachelor of Science
CEO	Chief Executive Officer
CP	Corrosion Potential
CPR	Cardio Pulmonary Resuscitation
CWE	Certified Welding Educator
CWI	Certified Welding Inspector
DCBC	Diver Certification Board of Canada
DO	Doctor of Osteopathic
DMT	Diver Medical Technician
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOD	Explosive Ordinance Disposal
ERDI	Emergency Response Diving Instructors
FACEP	Fellow of the American College of Emergency Physicians
HAZ-MAT	Hazardous Materials
HSE	Health and Safety Executive
IDI	International Diving Institute
IMCA	International Marine Contractors Association
KBM-Tec	Kirby Morgan Technician
MHRD	Masters in Human Resource Development
MPI	Magnetic Particle Inspection
MS	Master of Science
MUSC	Medical University of South Carolina
NAS	Nautical Archaeology Society
NDT	Non-Destructive Testing
NOAA	National Oceanic and Atmospheric Administration
OUPV	Operator of Uninspected Passenger Vessels
OSHA	Occupational Safety and Health Administration
ROV	Remotely Operated Vehicle
PSD	Public Safety Diver
SC AHEC	South Carolina Area Health and Education Consortium
SCIAA	South Carolina Institute of Archaeology & Anthropology
SCUBA	Self-Contained Underwater Breathing Apparatus
SDI	SCUBA Diving Instructors
SSI	Scuba Schools International
TDI	Technical Diving Instructors
UHMS	Undersea and Hyperbaric Medical Society
US	United States
USRF	Undersea Research Foundation
UW	Underwater

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