

PTRD
PUBLIC SAFETY DIVER

Standards and Procedures
Manual

Leadership Standards

Copyright © 2016 by Professional Technical & Recreational Diving PTRD

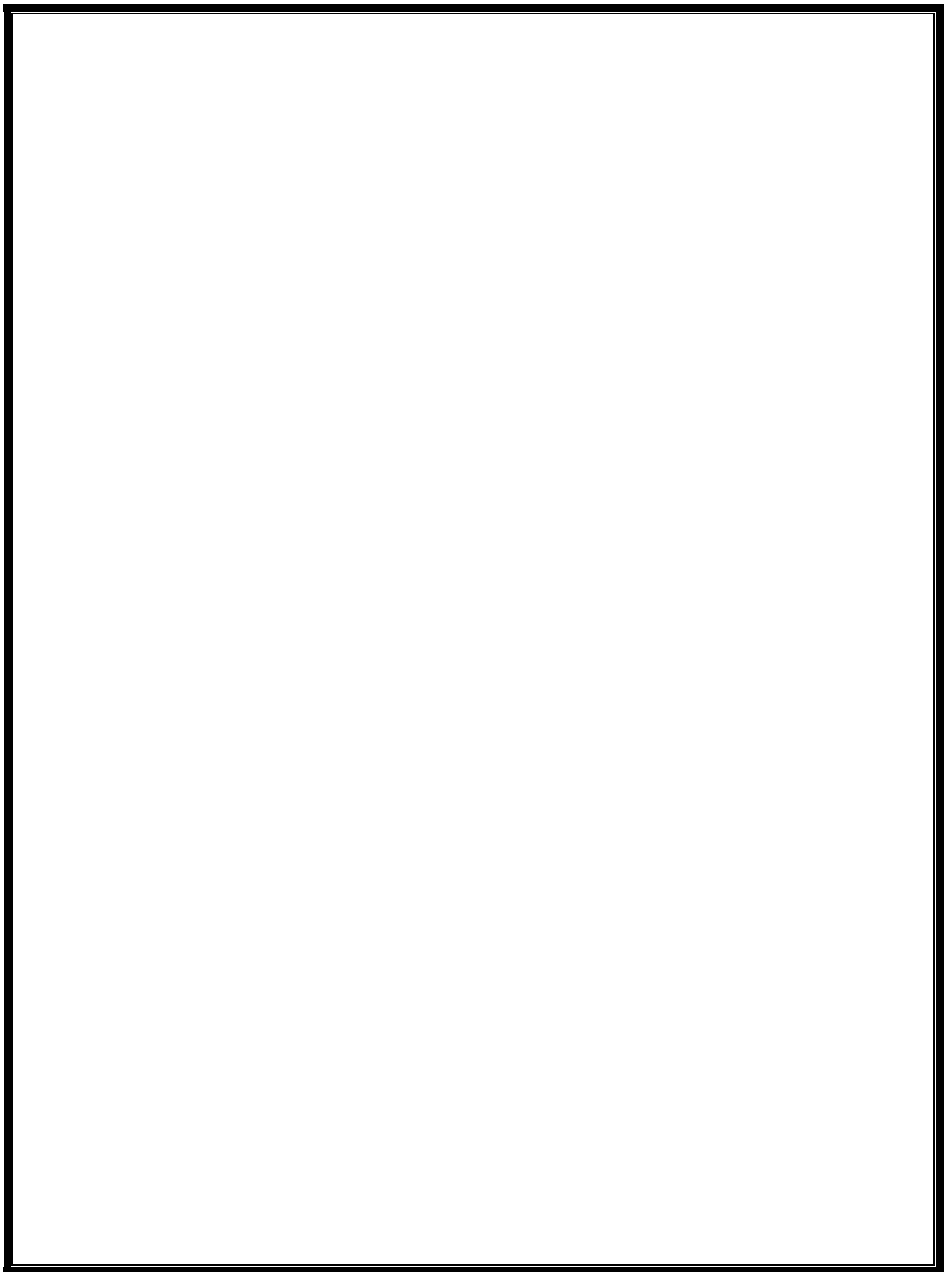


Table of Contents

1.	Disclaimer	1
1.1	Definitions.....	1
2.	Supervisor	2
2.1	Introduction.....	2
2.2	Student Prerequisites	2
2.3	Qualifications of Graduates.....	2
2.4	Who May Teach	2
2.5	Administrative Requirements.....	2
2.6	Instructor to Student Ratio	3
2.7	Course Structure and Duration.....	3
2.8	Required Equipment	3
2.9	Academic Outline	3
2.10	Confined Water Outline	5
2.11	Open Water Performance Requirements	6
2.12	Certification Requirements.....	6
3.	Non-Diving Specialty Instructor.....	7
3.1	Introduction.....	7
3.2	Qualifications of Graduates.....	7
3.3	Who May Teach	7
3.4	Student to Instructor Ratio	7
3.5	Student Prerequisites	7
3.6	Course Structure and Duration.....	8
3.7	Administrative Requirements.....	8
3.8	Training Material.....	8
3.9	Required Equipment	8
3.10	Required Subject Areas	8
3.11	Required Skill Performance and Graduation Requirements	9
3.12	Course Credit.....	9
4.	Non-Open Water Instructor.....	10
4.1	Introduction.....	10
4.2	Student Prerequisites	10
4.3	Qualifications of Graduates These seem the same as Instructor	10
4.4	Who May Teach.....	10
4.5	Administrative Requirements.....	10
4.6	Student to Instructor Ratio	11
4.7	Course Structure and Duration.....	11
4.8	Required Equipment	11
4.9	Required Subject Areas.....	12
4.10	Required Skill Performance and Graduation Requirements	12
5.	Instructor.....	14
5.1	Introduction.....	14
5.2	Student Prerequisites	14

**PTRD Standards and
Procedures Leadership
Standards**

5.3	Qualifications of Graduates.....	14
5.4	Who May Teach.....	14
5.5	Administrative Requirements.....	14
5.6	Student to Instructor Ratio	15
5.7	Course Structure and Duration.....	15
5.8	Required Equipment	15
5.9	Required Subject Areas.....	15
5.10	Required Skill Performance	16
6.	Instructor Trainer	18
6.1	Introduction.....	18
6.2	Student Prerequisites	18
6.3	Qualifications of Graduates.....	18
6.4	Who May Teach.....	18
6.5	Required Subject.....	18
6.6	Required Skill and Performance and Graduation Requirements	19
6.7	Policies for PTRD Instructor Trainers.....	20

**PTRD Standards and
Procedures Leadership
Standards**

Revision History

Revision Number	Date	Sections Changed
1.0	08/01/2004	The manual is new.
6.0	11/01/2005	Punctuation corrections made.
7.0	10/27/2006	Language corrections made.
8.0	11/13/2007	Minor editorial changes
9.0	12/31/2009	Included NDSI rating. Minor edits.
11.0	01/01/2011	Major editorial changes. Version 9 and 10 bypassed to standardize all versions
12.0	01/01/2012	Minor edits
12.1	06/01/2012	1.1 Added Definitions
13.0	01/01/2013	Modified Instructor Trainer prerequisites
14.0	01/01/2014	No Changes
14.1	04/01/2014	6.6 Added a new 6.6 that lists the PTRD IT Swim requirements
14.2	10/01/2014	4.1 Clarified who the PTRD Non-Open Water Instructor is designed for 4.2 Changed CPROX 1st prerequisite to include AED 4.5 Updated Required Materials list 5.2 Deleted Supervisor as a prerequisite Changed CPROX 1st prerequisite to include AED 5.4 Clarified who can teach the PTRD Instructor 5.5 Updated the Required Materials list
15.0	01/01/2015	No Changes

1. Disclaimer

Emergency response diving generally is a hazardous activity requiring significant training, good physical fitness and a working knowledge of the inherent risk associated with these activities. This manual is not intended to and cannot replace a comprehensive training program conducted by a qualified instructor.

1.1 Definitions

Assistant or Assisted by = A person who is assisting a primary and certified instructor, IT staff instructor or instructor trainer for a course that they, the “assistant”, is not certified to teach. Assistants can be used for the purposes of additional supervision and to increase ratios where standards and environmental conditions allow. Assistants listed on registrations will receive experience credits for courses they have assisted with only if listed on the initial registration form.

Co-Teach or 2nd Instructor = A person who is certified to teach the course taking place and is working together with an also certified instructor, IT staff instructor or instructor trainer. The 2nd instructor will receive equal credit for the course if listed on the initial registration form.

Note: Cylinder capacities used in the PTRD Standards are based on manufacturer values or generalized conversions and are NOT exact conversions from metric to imperial due to variance in cylinder volume and working pressures. If you use metric cylinders, please use the metric size cylinder listed; likewise, if you use imperial cylinders, please use the imperial size cylinder listed, I.E. 3 litres / 18 cubic ft.

Note: Leadership level registrations, including upgrades and crossovers, are not complete until //PTRD Headquarters has verified and processed the individual’s documentation and credentials. An individual may not function at the level(s) being registered until they have received verification of their certification level(s) from the //PTRD Headquarters. Verification can be achieved by: checking online profile, email or verbal notification from //PTRD Headquarters.

2. Supervisor

2.1 Introduction

The purpose of the PTRD Supervisor course is to qualify the experienced emergency response diver to supervise emergency response diving teams. It also serves as a base to develop leadership qualities and as a prerequisite to PTRD Instructor Training.

2.2 Student Prerequisites

1. Minimum age 18
2. Must be PTRD I certified or equivalent
3. CPR1st or equivalent
4. CPROx or equivalent
5. Provide proof of 50 public safety logged dives, combined operational and training, as a member of a recognized public safety dive team
6. Have a current medical examination for diving

2.3 Qualifications of Graduates

Upon successful completion of this course, graduates may supervise emergency response diving operational calls and assist PTRD Instructors as appropriate providing that all training conform to NFPA 1006, 1561 and 1670 guidelines or for regions not governed by National Fire Protection Association (NFPA), any regulatory or legal requirements that apply to professional and/or volunteer public safety and emergency response divers.

2.4 Who May Teach

Any active PTRD Instructor may teach this course

2.5 Administrative Requirements

1. Have the students:
 - a. Complete the *PTRD Liability Release and Express Assumption of Risk* Form
 - b. Submit the *PTRD Medical Statement* Form signed by a licensed physician

2. Communicate the schedule of the course to the students
3. Ensure that the students have the required equipment

Upon successful completion of the course the instructor trainer must:

1. Complete and submit the appropriate leadership registration form to PTRD Headquarters

The following materials are required for the PTRD Supervisor course:

1. *ERD Response Diver I* Manual
2. *PTRD Standards and Procedures* Manual
3. *Divemaster* Manual

PTRD Standards and Procedures Leadership Standards

4. *National Fire Protection Association (NFPA) Standards 1006, 1561, 1670* or most current standards *

* Note: These items may found online at www.nfpa.org.

The following materials are recommended for the PTRD Supervisor course:

1. *Encyclopedia of Underwater Investigations* by Cpl. Robert G. Teather C.V.

2.6 Instructor to Student Ratio

Academic

1. Unlimited, so long as adequate facility, supplies and time are provided to ensure comprehensive and complete training of subject matter

Confined Water

1. A maximum of 6 students per PTRD Instructor

Open Water:

1. A maximum of 6 students per PTRD Instructor are allowed; it is the instructor's discretion to reduce this number as conditions dictate

2.7 Course Structure and Duration

Open Water Execution

1. Student must complete 2 open water dives
2. Student must supervise 4 simulated incident scenarios
3. The maximum depth must not exceed 18 metres/ 60 feet on any dive
4. All dives must be completed during daylight hours
5. Upon successful completion of the dives, the student must complete his logbook and the PTRD Instructor must sign off on the completed dives

Course Structure

1. PTRD allows instructors to structure courses according to the number of participants and their skill level.

Duration

1. Classroom and briefing: Approximately 40 hours
2. Confined water: Approximately 6 hours

2.8 Required Equipment

Same equipment as required for an PTRD Diver

2.9 Academic Outline

1. History of PTRD and International Training
2. PTRD Standards and Procedures
3. Liability and Insurance

PTRD Standards and Procedures Leadership Standards

- a. Risk management
 - b. Waivers and releases
 - c. Accident/Incident report form completion
4. Products and Procedures
 - a. How to place an order
 - b. Renewals
5. Knowledge Development
 - a. Professionalism and ethics
 - b. Physics
 - c. Physiology and diving injuries
 - d. Equipment
 - e. Dive site supervision
 - f. Diving logs and checklists
6. Special Activities Requiring Special Supervisory Procedures
 - a. Confined water procedures
 - b. Open water procedures
7. Anatomy of a Public Safety Diving Accident
 - a. The panic circle as a factor in accidents
 - b. Training for panic prevention
 - c. Common accident types
 - d. Proper intervention
8. Occupational Safety and health Administration (OSHA) Regulations
 - a. CFR 29, Part 1910
 - b. www.OSHA.gov
9. National Fire Protection Association (NFPA) Guidelines
 - a. NFPA 1006
 - i. Standard for Rescue Technician Professional Qualifications
 - b. NFPA 1561
 - i. Standard for Emergency Services Incident Management System
 - c. NFPA 1670
 - i. Standard on Operations and Training for Technical Search and Rescue Incidents
 - d. www.nfpa.org
10. Supervising and Controlling Divers in Varying Conditions
 - a. Incident management systems (IMS)
 - b. NFPA 1561
 - c. Risk benefit analysis
 - d. Communications
 - e. Patterns
 - f. Observations
11. Cooperation with Interagency Operations

PTRD Standards and Procedures Leadership Standards

- a. Cross training
- b. Communications
- c. Liaison
- 12. Interviewing Techniques
 - a. Separate multiple witnesses if possible
 - b. Establish rapport
 - c. Contact info
 - d. Validating information
 - e. Interviewing away from scene
- 13. Interaction with Victim's Families
 - a. Keeping informed
 - b. Isolate from scene
 - c. Assign team member to family
 - d. Proper handling of victim
- 14. Interaction with Bystanders
 - a. Isolate
 - b. Use as needed; information
- 15. Interaction with Media
 - a. Public information officer
 - b. Family should hear information first
 - c. Accurately describe the mission, hazards, operations
 - d. Nothing should ever be "off-the-record"
 - e. Turn Media/Press into friend

2.10 Confined Water Outline

Students are required to successfully complete the following skills:

1. 800 metre mask, snorkel and fins swim non-stop. Use of arms is not permitted; recommended completion time is 16 minutes
2. 100 metre approach to a fully suited diver followed by a 100 metre diver tow; recommended completion time is 6 minutes
3. Survival-float, without aids, for 15 minutes. During the last 2 minutes the student will keep their hands above the waterline
4. 500 metre distance swim, nonstop, without the use of swim aids; recommended completion time is 14 minutes

The following skills are recommended as watermanship development skills of which the PTRD Instructor should use 2:

1. Three diver weight belt support exercise, consisting of:
 - a. Working together in water too deep to stand in, 3 students will support, above the water line, a weight belt with 14 kilograms/ 30 pounds for 5 minutes

PTRD Standards and Procedures Leadership Standards

2. Simulated bailout consisting of blacked out mask, switching to redundant air supply, bailout of primary and surfacing
3. Swim at least 8 metres / 25 feet underwater without a mask, recover, don and clear the mask prior to surfacing

2.11 Open Water Performance Requirements

During all open water training there will be an PTRD Supervisor, Instructor or Instructor Trainer present and equipped to respond to an in-water emergency at all times. During any in-water training, NFPA 1006 and NFPA 1670 standards must be followed, or for regions not governed by NFPA, any regulatory or legal requirements that apply to professional and/or volunteer public safety and emergency response divers.

Student will satisfactorily perform the following emergency response diving skills:

1. Recover a drowning victim, demonstrating correct procedures for handling including evidence recovery, utilizing any search pattern
2. Recover a small object demonstrating correct procedures for handling including evidence recovery, utilizing any search pattern
3. Act as incident commander, in compliance of NFPA 1561, or for regions not governed by NFPA, any regulatory or legal requirements that apply to professional and/or volunteer public safety and emergency response divers at 4 separate simulated incident scenarios. Student will:
 - a. Assess and secure scene
 - b. Brief and deploy team
 - c. Supervise the recovery of a small object, large object, victim recovery, and primary diver in trouble
 - d. Supervise decontamination procedures for each dive
 - e. Debrief the team
4. Demonstrate the ability to successfully complete a rescue of an inert diver from a depth of no more than 6 metres / 20 feet in black water or simulated black water to include locating the diver using a tether, ascending with the diver maintaining an open airway and towing the diver 100 metres / 330 feet in less than 4 minutes
5. Demonstrate the ability to safely approach and provide assistance to a panicked diver on the surface

2.12 Certification Requirements

1. Assist with 1 complete PTRD or PTRD I course
2. Score a minimum of 80 percent on the PTRD Supervisor written test, with 100 percent remediation
3. Satisfactorily complete all academic, confined water and open water requirements
4. Satisfactorily complete swim evaluation requirements

3. Non-Diving Specialty Instructor

3.1 Introduction

The PTRD Non-Diving Specialty Instructor course is designed to teach non-diving members of a public safety dive team, the knowledge to safely function as an independent instructor of the non-diving specialties listed below:

1. Visual Inspection Procedures
2. PTRD Tender
3. Other non-diving specialties, i.e. unique specialties, offered by PTRD (subject to headquarters approval)

In order to become an instructor for one of the above courses; a candidate must be certified by a qualified instructor trainer; experience based upgrades are not available. Instructors who hold equivalent certifications with another recognized agency who wish to cross over as a non-diving specialty instructor may do so by applying via current instructor crossover procedures.

3.2 Qualifications of Graduates

Upon successful completion of this course, graduates may teach the appropriate PTRD Non-Diving Specialty

Note: The candidate may be certified to teach multiple specialties at once, provided all corresponding prerequisites and graduation requirements are met and the instructor trainer conducting the course is qualified.

3.3 Who May Teach

An active PTRD Instructor Trainer who is qualified to teach the instructor level specialty the candidate will be teaching after graduation.

3.4 Student to Instructor Ratio

Academic

1. Unlimited, so long as adequate facility, supplies and time are provided to ensure comprehensive and complete training of subject matter

Confined Water (swimming pool-like conditions)

1. 16:1

Open Water (ocean, lake, quarry, spring, river or estuary)

1. 10:1

3.5 Student Prerequisites

1. Minimum age 21
2. Affiliated with an PTRD facility

PTRD Standards and Procedures Leadership Standards

3. Minimum of 1 year experience at the user level for the specialty which will be taught after graduation
4. Meet all prerequisites for the corresponding instructor level specialty they will teach after graduation
5. Provide proof of current CPR and first aid certification - Note: CPR1st or CPROX1stAED courses may be combined with the program by qualified instructor

3.6 Course Structure and Duration

A minimum of 20 hours for the entire course; 15 hours must occur under the direct supervision of a current instructor trainer.

3.7 Administrative Requirements

Administrative Tasks:

1. Collect the course fees from all the students
2. Ensure that the students have the required equipment
3. Communicate the schedule to the students
4. Have the students:
 - a. Complete the *PTRD Liability Release and Express Assumption of Risk* Form
 - b. Submit the *PTRD Medical Statement* Form signed by a licensed physicianUpon successful completion of the course the instructor trainer must:
 1. Complete and submit the appropriate leadership registration form to PTRD Headquarters

3.8 Training Material

Required Material

1. *PTRD Standards and Procedures* Manual
2. *PTRD Instructor Trainer* Manual
3. *Assistant Instructor* Manual
4. Any materials required by current standards for the specialty being taught after graduation

3.9 Required Equipment

Any equipment required by the current standard(s) appropriate to the specialty being taught by the candidate after graduation

3.10 Required Subject Areas

Instructor trainers may use any additional text or materials that they feel help present these topics. The following topics must be covered:

1. PTRD Standards and Procedures
2. History of PTRD
3. Products and Procedures

PTRD Standards and Procedures Leadership Standards

- a. How to place an order
- b. Registration procedures
- c. Yearly renewals.
- d. Liability and insurance
4. Risk Management
 - a. Waivers and releases
 - b. Filling out an accident/incident report
5. Methods of Instruction
 - a. Teaching theory, methods and oral communications
 - b. Lesson preparation
 - i. In classroom
 - ii. Confined water
 - iii. Open water
 - c. Use of training aids
 - d. Home study program, use of knowledge quest
6. Successfully Selling Courses
 - a. Budgeting courses
 - b. Recruiting students
 - c. Organizing and scheduling a course
 - d. Retail sales
7. Instructor Ethics.
8. All Course Content for the Specialty the Candidate will be Teaching after Graduation

3.11 Required Skill Performance and Graduation Requirements

In order to complete this course, the student is required to pass all the following:

1. Present a minimum of 3 academic presentations; a minimum of 15 minutes long , on subjects from the PTRD Specialty they will be teaching after graduation
2. Present a minimum of 2 practical presentations; a minimum of 15 minutes long, on subjects from the PTRD Specialty they will be teaching after graduation
3. Satisfactorily complete all skill performance and graduation requirements for the PTRD Specialty they will be teaching
4. Demonstrate the ability to correctly remediate exam questions with a student
5. Satisfactorily complete the standards and procedures instructor exam
6. Demonstrate mature and sound judgment concerning class planning and execution

3.12 Course Credit

Graduates of the PTRD Non-Diving Specialty Instructor Course may upgrade to other non-diving specialties without completing the full course again. However, all prerequisites, skill performance and graduation requirements for any additional specialty must be met and it must be conducted by a active and qualified instructor trainer.

4. Non-Open Water Instructor

4.1 Introduction

The PTRD Non-Open Water Instructor Course is for individuals that do not currently hold a recreational scuba instructor certification through a recognized agency. This program is designed to teach current PTRD Supervisors the knowledge to safely function as an independent PTRD Instructor. The program is divided into 2 sections, an instructor development course (IDC) and an instructor evaluation course (IEC).

4.2 Student Prerequisites

1. Minimum age 18
2. Have a current medical examination for diving
3. Certified as PTRD Dry Suit Ops and PTRD Full Face Mask Ops or equivalent
4. Certified as PTRD Supervisor or equivalent
5. Provide proof of 100 dives, of which 75 need to be public safety dives, combined operational and training
6. CPROX1stAED or the equivalent

4.3 Qualifications of Graduates These seem the same as Instructor

Upon successful completion of this course, graduates may teach:

1. PTRD Tender
2. PTRD
3. PTRD I
4. PTRD Supervisor courses

4.4 Who May Teach

1. Any active PTRD Instructor Trainer may teach the PTRD Instructor Development Course (IDC)
2. A separate active PTRD Instructor Trainer must teach the PTRD Instructor Evaluation Course (IEC)
3. Two PTRD Instructor Trainers may also teach both the IDC and the IEC together

4.5 Administrative Requirements

1. Have the students:
 - a. Complete the *PTRD Liability Release and Express Assumption of Risk* Form
 - b. Submit the *PTRD Medical Statement* Form signed by a licensed physician
2. Communicate the schedule of the course to the students
3. Ensure that the students have the required equipment

Upon successful completion of the course the instructor trainer must:

1. Complete and submit the appropriate leadership registration form to PTRD Headquarters

The following materials are required for the PTRD Instructor course:

PTRD Standards and Procedures Leadership Standards

1. The following materials are required for the PTRD Instructor course:
 - a. *Standards and Procedures*
 - b. *Open Water Instructor Manual*
 - c. *Rescue Instructor Guide*
 - d. *Rescue Scenario Slates*
 - e. *PTRD Standards and Procedures*
 - f. *PTRD 1 Instructor Guide*
 - g. NFPA Standards 1006, 1561, 1670 or most current standards - Note: These items may be found online at www.nfpa.org.

4.6 Student to Instructor Ratio

Academic

1. Unlimited, so long as adequate facility, supplies and time are provided to ensure comprehensive and complete training of subject matter

Confined Water

1. A maximum of 8 students per PTRD Instructor Trainer

Open Water

1. A maximum of 8 students per PTRD Instructor Trainer are allowed; it is the instructor trainer's discretion to reduce this number as conditions dictate

4.7 Course Structure and Duration

IDC Execution

Candidate must be able to perform all skills required, to instructor level quality, for:

1. PTRD
2. PTRD I
3. PTRD Supervisor
4. Open Water Scuba Diver
5. The PTRD Instructor candidate has 6 months from the completion of the IDC to attend an IEC

IEC Execution

1. Provide the PTRD Instructor application to the evaluating instructor trainer prior to completion of the course

Duration

1. PTRD IDC: Approximately 60 hours
2. PTRD IEC: Approximately 10 hours

4.8 Required Equipment

Same equipment as required of an PTRD Diver

PTRD Standards and Procedures Leadership Standards

4.9 Required Subject Areas

1. History of PTRD , International Training
2. PTRD Standards and Procedures
3. Products and Procedures
 - a. How to place an order
 - b. Yearly renewals
 - c. Liability and insurance
4. Risk Management
 - a. Waivers and releases
 - b. Filling out an accident report
5. Methods of Instruction
 - a. Teaching theory, methods and oral communications
 - b. Lesson preparation
 - i. In classroom
 - ii. In confined water
 - iii. In open water
 - c. Use of training aids
 - d. Teaching emergency response diving skills
 - e. Teaching remedial scuba skills
6. Teaching PTRD Programs
 - a. Budgeting courses
 - b. Recruiting students
 - c. Organizing and scheduling courses
7. Instructor Ethics
8. Public Safety Diving Accidents Review and Analysis
9. Risk-benefit Analysis
10. Anatomy of a Public Safety Diving Accident
 - a. The panic circle as a factor in accidents
 - b. Training for panic prevention
 - c. Common accident types
 - d. Proper intervention
11. Occupation Safety and Health Administration (OSHA)Regulations
12. National Fire Protection Association (NFPA)Standards
 - a. NFPA 1006
 - b. NFPA 1561
 - c. NFPA 1670

4.10 Required Skill Performance and Graduation Requirements

IDC

PTRD Standards and Procedures Leadership Standards

The PTRD Instructor candidate must:

1. Teach a minimum of:
 - a. Two classroom presentations
 - b. Two confined water presentations
 - c. Two open water presentations
2. Show preparation, planning and control in classroom management and dive activities
3. Evaluation of scuba skills performance
4. PTRD Instructor candidates will need to complete:
 - a. 800 metre mask, snorkel and fins swim non-stop. Use of arms is not permitted; recommended completion time is less than 16 minutes
 - b. 500 metre distance swim, nonstop, without the use of swim aids; recommended completion time is less than 14 minutes
 - c. 100 metre buddy tow in full scuba equipment; recommended completion time is less than 4 minutes
 - d. Survival-float without aids, for 15 minutes. During the last 2 minutes the student will keep their hands above the waterline
5. Demonstrate the ability to conduct an underwater search in black water or simulated black water using a tether line
6. Demonstrate the ability to effectively tend a diver
7. Demonstrate the ability to supervise the proper rigging and lifting, with lift bags, of a body sized object so that proper ascent rate is maintained, entanglements minimized and a free fall area maintained below the object
8. Demonstrate the ability to successfully complete a rescue of an inert diver from a depth of no more than 6 metres / 20 feet in black water or simulated black water to include locating the diver using a tether, ascending with the diver maintaining an open airway and towing the diver one 100 metres / 330 feet in less than 4 minutes
9. Demonstrate the ability to safely approach and provide assistance to a panicked diver on the surface

IEC

PTRD Instructor candidates will successfully complete the following:

1. One classroom presentation
2. One full lesson in confined water
3. One full lesson in open water
4. The PTRD Instructor examination

The evaluating instructor trainer must verify all required subjects were covered and skills were performed.

5. Instructor

5.1 Introduction

The PTRD Instructor Course is designed to train current open water instructors with public safety diver experience, current open water instructors teaching independent public safety diver specialties and other public safety diver instructors. The program is divided into 2 sections, an instructor development course (IDC) and an instructor evaluation course (IEC).

5.2 Student Prerequisites

1. Minimum age 18
2. Have a current medical examination for diving
Be certified as PTRD Dry Suit Ops and PTRD Full Face Mask Ops or equivalent
3. Be certified as a Instructor or equivalent
4. Must have logged at least 100 dives, of which 75 need to be public safety dives, combined operational and training, as a member of a recognized public safety dive team
5. CPROX1stAED or the equivalent

5.3 Qualifications of Graduates

Upon successful completion of this course, graduates may teach:

1. PTRD Tender
2. PTRD
3. PTRD I
4. PTRD Supervisor courses

5.4 Who May Teach

1. Any active PTRD Instructor Trainer may teach this PTRD Instructor Course

5.5 Administrative Requirements

1. Have the students:
 - a. Complete the *PTRD Liability Release and Express Assumption of Risk* Form
 - b. Submit the *PTRD Medical Statement* Form signed by a licensed physician
2. Communicate the schedule of the course to the students
3. Ensure that the students have the required equipment

Upon successful completion of the course the instructor trainer must:

1. Complete and submit the appropriate leadership registration form to PTRD Headquarters

The following materials are required for the PTRD instructor course:

PTRD Standards and Procedures Leadership Standards

1. *PTRD Diver I Operations Manual*
2. *PTRD Standards and Procedures Manual*
3. *PTRD Instructor Guides*
4. *National Fire Protection Association (NFPA) Standards 1006, 1561, 1670* - Note: These items may be found online at www.nfpa.org.

5.6 Student to Instructor Ratio

Academic

1. Unlimited, so long as adequate facility, supplies and time are provided to ensure comprehensive and complete training of subject matter

Confined Water

1. A maximum of 8 students per PTRD Instructor Trainer

Open Water

1. A maximum of 8 students per PTRD Instructor Trainer are allowed; it is the instructor trainer's discretion to reduce this number as conditions dictate

5.7 Course Structure and Duration

IDC Execution

Candidate must be able to perform all skills required, to instructor level quality, for:

1. PTRD
2. PTRD I
3. PTRD Supervisor

The PTRD Instructor candidate has 6 months from the completion of the IDC to attend an IEC

IEC Execution

1. Provide the PTRD Instructor application to the evaluating instructor trainer prior to completion of the course

Duration

1. PTRD IDC: Approximately 30 hours
2. PTRD IEC: Approximately 6 hours

5.8 Required Equipment

Same equipment as required of an PTRD diver

5.9 Required Subject Areas

1. History of PTRD
2. PTRD Standards and Procedures

PTRD Standards and Procedures Leadership Standards

- a. Review of academic outline
3. Products and Procedures
 - a. How to place an order
 - b. Yearly renewals
 - c. Liability and insurance
4. Risk Management
 - a. Waivers and releases
 - b. Filling out an accident report
5. Review of Teaching Methods
6. Review of Emergency Response Diving Skills
7. Public Safety Diving Accidents Review and Analysis
8. Risk-benefit Analysis
9. Anatomy of a Public Safety Diving Accident
 - a. The panic circle as a factor in accidents
 - b. Training for panic prevention
 - c. Common accident types
 - d. Proper intervention
10. Occupational Safety and Health Administration (OSHA) Regulations
11. National Fire Protection Association (NFPA) Standards
 - a. NFPA 1006
 - b. NFPA 1561
 - c. NFPA 1670

5.10 Required Skill Performance

IDC

1. PTRD Instructor candidates will need to complete:
 - a. 800 metre mask, snorkel and fins swim non-stop. Use of arms is not permitted; recommended completion time is less than 16 minutes
 - b. 500 metre distance swim, nonstop, without the use of swim aids; recommended completion time is less than 14 minutes
 - c. 100 metre buddy tow in full scuba equipment; recommended completion time is less than 4 minutes
 - d. Survival-float without aids, for 15 minutes. During the last 2 minutes the student will keep their hands above the waterline
2. Demonstrate the ability to conduct an underwater search in black water or simulated black water using a tether line
3. Demonstrate the ability to effectively tend a diver
4. Demonstrate the ability to supervise the proper rigging and lifting, with lift bags, of a body sized object so that proper ascent rate is maintained, entanglements minimized and a free fall area maintained below the object

PTRD Standards and Procedures Leadership Standards

5. Demonstrate the ability to successfully complete a rescue of an inert diver from a depth of no more than 6 metres / 20 feet in black water or simulated black water to include locating the diver using a tether, ascending with the diver maintaining an open airway and towing the diver 100 metres / 330 feet in less than 4 minutes
6. Demonstrate the ability to safely approach and provide assistance to a panicked diver on the surface

IEC

PTRD Instructor candidates will successfully complete the following:

1. One classroom presentation
2. One confined water presentation
3. One open water presentation
4. The PTRD Instructor examination

The evaluating instructor trainer must verify all required subjects were covered and skills were performed

6. Instructor Trainer

6.1 Introduction

International Training's highest teaching level is the instructor trainer (IT) rating. The IT rating may be obtained at every level PTRD offers but must be earned at each level.

6.2 Student Prerequisites

1. Minimum age 21
2. Provide proof of 300 logged dives
3. Be an active IT Staff Instructor and have conducted a minimum of 1 instructor development course (IDC)

OR

4. Be an active Open Water Scuba Diver Instructor who has assisted with 1 complete instructor development course (IDC)
5. Have issued a minimum of 200 Diver certifications at various levels, or equivalent, suggested levels as define below:
 - a. 150 open water scuba diver
 - b. 20 rescue diver
 - c. 25 specialty diver
 - d. 5 divemaster or assistant instructor

*A minimum of 50 of the required student certifications must be unless authorized in writing by Training Department prior to course commencement

6. Provide proof of current CPR, first aid and oxygen provider, where local law permits
7. Have a current medical examination for scuba diving signed by a licensed physician

6.3 Qualifications of Graduates

Upon successful completion of the course, graduates may teach PTRD Instructor level courses for the ratings they are qualified to teach at the diver level

6.4 Who May Teach

1. This course may be taught by personnel assigned by PTRD WorldHeadquarters
2. Upon completion of the course, candidates must apply for the rating through PTRD World Headquarters

6.5 Required Subject

In addition to all the topics included in the IDC, refer to PTRD Open Water Instructor Standards, instructor trainers are required to evaluate the candidate's comprehension and ability to convey the following topics:

1. PTRD Standards and Procedures
2. History of PTRD

PTRD Standards and Procedures Leadership Standards

3. Risk Management
 - a. Waivers and Releases
 - b. Liability and insurance
 - c. Filling out an accident report
4. Methods of Instruction
 - a. Teaching theory, methods and oral communications
 - b. Lesson preparation
 - i. In classroom
 - ii. In confined water
 - iii. In open water
 - c. Use of training aids
 - d. PTRD traditional classroom training versus computer assisted training; CD-ROM and online academics
5. Successfully Selling Scuba
 - a. Budgeting courses
 - b. Recruiting students
 - c. Organizing and scheduling a course
 - d. Retail sales
6. PTRD Online Training; e-learning
7. Using www. .com
8. Professional Ethics
9. Use of the Lesson Plan Forms
 - a. Drawing up a lesson plan
 - b. Using a lesson plan
10. Evaluation Techniques
 - a. Academic presentations
 - b. Confined water presentations
 - c. Open water presentations
11. Counseling Techniques

6.6 Required Skill and Performance and Graduation Requirements

Pool/ Confined water

1. Perform, to demonstration quality, one complete rescue scenario
2. Perform a 10 minute survival-float, without the use of swimming aids
3. 400 metre swim on the surface, non-stop, any stroke, without the use of swimming aids, in less than 10 minutes; swim goggles permitted
4. 800 metre swim with mask, snorkel, and fins non-stop without the use of arms in less than 17 minutes
5. Bring a diver, simulating unconsciousness, up from depth, not greater than 6 metres / 20 feet; at the surface swim them 100 metres in less than 4 minutes
6. Candidates must perform , to demonstration quality, all skills listed in the PTRD Level 1 Diver Course

PTRD Standards and Procedures Leadership Standards

7. Pool/confined water problem solving

Open Water

1. In open water candidates must perform, to demonstration quality, all skills listed in the PTRD Level 1 Diver Course
2. Open water problem solving
3. Demonstrate mature and sound judgment concerning student coaching and evaluating

6.7 Policies for PTRD Instructor Trainers

1. The student must be registered with PTRD World Headquarters and respective PTRD Regional Office in their country of residence
2. Authorization to make instructor trainers must be obtained directly from PTRD World Headquarters
3. Upon completion of an instructor trainer program, instructor trainers may upgrade to other instructor trainer levels without attending another instructor trainer program provided they have remained actively teaching instructor courses
4. Within PTRD , all of the courses require a minimum number of certifications and some require a minimum number of dives before PTRD Instructors may obtain the instructor trainer level for that course
5. Instructors are required to teach a course at their highest certified level every 2 years

Level	Students Required	Dives Required
Instructor Trainer	200 total / 50 ERD	100
Confined Space Ops	10	30
Dry Suit Ops	10	25
Full Face Mask Ops	10	25
Hull Inspection Ops	20	35
Ice Diving Ops	25	50
Ice/Surface Rescue Ops	10	N/A
Night Ops	10	25
Rapid Water Ops	20	35
Small Boat Ops	10	N/A
U/W Crime Investigation	15	25
U/W Explosives Recovery Ops	40	50
U/W Threat Assessment Ops	10	35