

# Course Catalog



## **Instructor Development Center, LLC**

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## **History**

The Rainbow Reef Instructor Development Center was established in January of 2003 in order to train individuals to be PADI Scuba Instructors. The IDC is built on the foundation of Rainbow Reef Dive Center, a PADI 5 Star Gold Palm Resort, which was founded in 1991 and has certified thousands of Scuba students.

## **Educational Philosophy and objectives of the school**

The educational philosophy of Rainbow Reef Instructor Development Center is to encourage students to acquire the knowledge, and strive for excellence and believes that any person willing to apply themselves to the study of the Open Water Scuba Instructor program can benefit from the training offered at the School. The objective is to not only prepare students to be successful in the PADI Instructor Examination, but to encourage them to strive for excellence in becoming a professional, highly educated, PADI Scuba Instructor.

## **Legal Ownership**

Eagle Ray Divers LLC, along with Mr. Douglas Kipp are the owners of Rainbow Reef Instructor Development Center. The Rainbow Reef Instructor Development Center is a Limited Liability Corporation formed under the laws of the State of Florida. Current officers are George Wood, President, Douglas Kipp, Vice President, and Peter Wood, Secretary/Treasurer.

## **Governing Body**

The name and address of the governing body of the Rainbow Reef Instructor Development Center is:

Rainbow Reef Instructor Development Center  
84977 Overseas Highway  
Islamorada, Florida 33036

## **Holidays**

School will not be scheduled on the following days:  
New Years Day Memorial Day July 4<sup>th</sup>  
Labor Day December 25<sup>th</sup> Thanksgiving Day  
Additional Holidays may be declared at the discretion of the Director.

## **Class Starting and Ending Dates for Enrollment**

A Student may enroll in the school at any time. The date of completion is 10 days after the start of the class. Each OWSI class runs 10 days. Students must attend all sessions over the 10 days in order to graduate and be eligible to participate in the PADI Instructor Examination.

## **Hours of Operation**

The business office is open when classes are in session. Classes are in session:  
Monday through Sunday 8:30 am to 6:00 pm

## **Entrance /Admission Requirements**

All applicants must be 18 years of age, be a PADI Divemaster (or equivalent).

A Student wishing to apply for enrollment is permitted to attend one class session prior to enrollment. Students are encouraged to attend the class session to determine his/her level of commitment and financial obligation. A student may transfer the Assistant Instructor certification into the program and begin in the Open Water Scuba Instructor course. No other prior credit can be transferred to the program. It is at the discretion of the receiving institution to accept and credits earned at Rainbow Reef Instructor Development Center.

## **Grading**

Students are graded on each of the course components. For the academic teaching presentations a score of 3.5 of a possible 5.0 points must be obtained. For the confined water presentations, a passing score of 3.4 of a possible 5.0 points must be obtained. For open water presentations a passing score of 3.5 of a possible 5.0 points must be obtained. Multiple assignments will be given and graded until these scores are obtained. Homework and trial written exams are given and graded, although these are practice for taking the written academic portion of the PADI Instructor Examinations.

## **Faculty and Staff**

President, George E Wood  
Vice President, Doug Kipp  
Chief Academic Officer, Doug Kipp  
Course Director, Doug Kipp  
IDC Staff Instructor, George E Wood  
Secretary Treasurer, Peter W Wood

# **RULES AND REGULATIONS**

## **a. Leave of Absence**

A student may be granted a leave of absence for a reasonable amount of time as determined by the Director. A request for leave of absence must be made in person or in writing and the date of expected return must be specified.

If the student does not re-enter within the specified time and has not notified the School, the Student's contract will be terminated and he/she is granted a refund according to the Refund Policy.

## **b. Make-up Work**

Students who have been absent for any reason are required to make up any missed classes before proceeding to the Instructor Examination. A student must make up the missed time on the make-up day before the end of the program, before he/she can graduate and attend the Instructor Examination. A student may also choose to make up missed time by attending the same part of another class that is in session on a future date.

## **c. Tardiness**

A Student arriving after attendance is taken is considered late and will be marked absent unless the instructor considers the reason for tardiness legitimate. All classes missed in excess of 30 minutes must be made up by the Student prior to graduation.

## **d. Attendance/Class Cuts**

After any unexcused absence, the Student is counseled by the Director and placed on probation. Should the student have another unexcused absence while on probation, the Student is counseled by the Director and at the Director's discretion, may be terminated. Class cuts without prior approval from the instructor or Director are not permitted and are considered an absence for the entire class period.

## **e. Interruptions in Training/Termination**

A student is not terminated for failure to learn the required skills. A Student that has not successfully obtained the required passing scores for each course component is encouraged to attempt these presentations again. If a Student fails to achieve the passing grade, he or she is counseled by the Director as to the advisability of continuing, and a certificate of completion may not be awarded.

## **f. Probation**

A student that does not adhere to the attendance policy will be placed on probation. Should the student be absent while on probation, he/she will be counseled by the Director, which may result in termination.

## **RULES AND REGULATIONS (CONT.)**

### **g. Re-entry**

A Student that has cancelled or has been terminated and desires to re-enter the program of study must notify the School and follow the required admission procedures. A Student that was terminated for any reason must have an interview with the Director and show cause why he/she should be re-instated. The decision of the Director is final.

### **h. Conduct**

Students are expected to conduct themselves in a professional manner at all times. Foul language, possession of unprescribed drugs or alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. A Student who conducts himself in a manner detrimental to the school, staff or the other Students will be terminated. Theft of property from the School or other Students is grounds for immediate dismissal.

### **i. Appeals and Complaints**

Students may make a complaint or appeal any academic or disciplinary decisions by requesting a meeting with the Director either in person or in writing. A Student must have an interview with the Director and show cause why he/she should be re-instated. The decision of the Director is final.

## **Student Services**

### **a. Housing**

The school arranges housing for students at the onsite hotel. The school will also provide a list of alternate hotels in close proximity of the School if the student requests the housing assistance option at the time of enrollment.

### **b. Student Records**

Student records are permanently retained by the School in a fire resistant container or a duplicate record shall be kept at a separate location and are available to Students upon individual request.

### **c. Student Placement**

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquires made to the School from potential employers will be posted on the bulletin board. The School will assist the Student with employment to the best of its ability, but cannot **guarantee** employment.

### **d. Student Counseling**

The Course Director will be available for Student counseling by appointment for matters relating to, but not limited to; attendance, student activities, housing and health.

### **Assistant Instructor Program Tuition:**

Tuition	\$595.00
Registration Fee:	\$125.00
Books and Materials:	\$100.00
Other Costs:	\$50.00
<b>Total Program Price:</b>	<b>\$870.00</b>

### **Open Water Scuba Instructor Program Tuition:**

Tuition	\$1200.00
Registration Fee:	\$125.00
Books and Materials:	\$400.00
Other Costs:	\$50.00
<b>Total Program Price:</b>	<b>\$1775.00</b>

All prices for programs are printed herein. There are no carrying charges, interest charges or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services.

### **FEE PAYMENT SCHEDULE:**

\$125 Registration Fee is due at the time of signing the application for admission and a down payment of \$250 is required at the time of signing the contract or written enrollment agreement. Prior to attending the first class, books and materials must be purchased prior to attending the first class.

The Student has the option of paying the tuition cost: 1) in full prior to attending the first class; or 2) paying the balance of the tuition cost in 2 installments. Payments are due on the 5<sup>th</sup> day of the class and at the completion of class.

# Program Information

## Assistant Instructor Course (AI.001) (32 hours)

### Objective:

The PADI Assistant Instructor course is a program designed to prepare PADI Divemasters or equivalent to become PADI Assistant Instructors. The PADI Assistant Instructor rating authorizes a student to function as an instructional assistant and independently conduct certain PADI programs. Successful completion of the Assistant Instructor course qualifies you to participate in the Open Water Scuba Instructor course.

The program runs 32 hours over 3 days. To graduate a Student must attend all sessions, complete 2 Academic teaching presentations, 2 confined water teaching presentations and 1 Open Water presentation combining two demonstrated PADI scuba skills. Upon Successful completion of the Assistant Instructor program, the Course Director will sign off on the Students Assistant Instructor application so that the Assistant Instructor credentials will be issued by PADI. Course numbers in the AI program start with the prefix AI and are numbered sequentially. One clock hour constitutes 55 minutes of class time and 5 minutes of break time.

### Description and Hours Breakdown:

#### Registration (6:00pm – 9:00pm)

Registration	1.0 hour
Course Orientation (AI.002)	1.0 hour
Skills Demonstration Workshop (AI.003) (Includes 800m mask snorkel fins swim)	1.5 hours

#### Day 1 (8:00am – 6:00pm)

##### Morning:

Learning, Instruction and the PADI System (AI.004)	1.0 hour
PADI Discover Scuba and Snorkeling programs (AI.005)	1.5 hours
Developing Knowledge Development Presentations (AI.006)	2.5 hours

##### Afternoon:

Teaching Project AWARE and PPB Specialties (AI.007)	1.0 hour
Knowledge Development Presentations Session 1 (AI.008)	3.0 hours

#### Day 2 (8:00am – 8:00pm)

##### Morning:

Teaching in Confined Water Module (AI.009)	2.0 hours
Knowledge Development Presentations Session 2 (AI.010)	3.0 hours

##### Afternoon:

Discover Scuba Program Workshop (AI.011)	2.0 hours
Confined Water Teaching Presentations Session 1 (AI.012)	2.0 hours

##### Evening:

PADI Standards and Procedures Review Session (AI.013)	2.0 hours
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## Assistant Instructor (Cont.)

### Day 3 (8:00am – 6:00pm)

#### Morning:

Conducting Open Water Training Dives (AI.014)	1.5 hours
Confined Water Teaching Presentations Session 2 (AI.015)	2.0 hours

#### Afternoon:

Open Water Teaching Presentations Session 1 (AI.016)	3.0 hours
Standards and Procedures Exam (AI.017)	2.0 hours

## Open Water Scuba Instructor OWSI.001 (49.0 hours)

#### Objective:

The OWSI introduces the Student to the entire PADI System and focuses on further developing the Student's abilities as a professional dive educator and preparing them to function as a PADI Open Water Scuba Instructor. PADI Assistant Instructors as well as instructors from other dive training organizations who want to become PADI Instructors must complete this program. Successfully completing the program qualifies a Student to attend a PADI Instructor Examination.

The program runs 52 hours over 4 days. In order to graduate a Student must attend all sessions, complete 2 Academic teaching presentations, 2 confined water teaching presentations, and 1 Open Water presentation combining two demonstrated PADI scuba skills. Upon successful completion of the program a student will be issued a certificate of completion which permits the Student to attend the PADI Instructor Examination. Course numbers in the OWSI program start with the prefix AI and are numbered sequentially. One clock hour constitutes 55 minutes of class time and 5 minutes of break time.

#### Description and Hours Breakdown:

### Registration (6:00pm – 9:00pm)

Registration	1.0 hour
Course Orientation (OWSI.002)	1.0 hour
Skills Demonstration Workshop (OWSI.003) (Includes 800m mask snorkel fins swim)	1.5 hours

### Day 1 (8:00am – 8:00pm)

#### Morning:

Dive Industry Overview (OWSI.004)	1.0 hour
General Standards and Procedures (OWSI.005)	1.5 hours
Media and Prescriptive Teaching (OWSI.006)	1.5 hours

#### Afternoon:

PADI Scuba Diver and Open Water Diver Course (OWSI.007)	1.5 hours
How to Teach the Recreational Dive Planner (OWSI.008)	1.0 hour
Confined Water Teaching Presentations Session 3 (OWSI.009)	2.0 hours

#### Evening:

Theory Review Session (OWSI.010)	2.0 hours
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## **Day 2 (8:00 am – 9:00pm)**

### Morning:

The PADI Continuing Education Philosophy (OWSI.011)	1.0 hour
Adventures in Diving Program (OWSI.012)	1.0 hour
Specialty Diver Courses/Master Scuba Diver (OWSI.013)	1.0 hour

### Afternoon:

Open Water Teaching Presentations session 2 (OWSI.014)	3.0 hours
Adventure Dive/Specialty Dive Workshop (OWSI.015)	3.0 hours

### Evening:

Prescriptive Teaching Presentations Session 1 (OWSI.016)	3.0 hours
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## **Day 3 (8:00 am – 8:00pm)**

### Morning:

Teaching Children module (OWSI.017)	1.5 hours
Business Principles for the Dive Professional (OWSI.018)	1.5 hours
Rescue Diver Course (OWSI.019)	1.5 hours

### Afternoon:

Legal Responsibility and Risk Management (OWSI.020)	1.5 hours
Confined Water Teaching Presentations Session 4 (OWSI.021)	2.0 hours
(Skills Demonstration Workshop if not completed)	1.5 hours

### Evening:

Dive Theory Exams (OWSI.022)	2.0 hours
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## **Day 4 (8:00 am – 8:00pm)**

### Morning:

Divemaster Course (OWSI.023)	1.5 hours
Diver Retention Programs (OWSI.024)	1.0 hour
Prescriptive Teaching Presentations session 2 (OWSI.025)	3.0 hours

### Afternoon:

Rescue Exercise Workshop (OWSI.026)	2.0 hours
IE Exam Reviews (OWSI.27)	2.0 hours

### Evening:

IE Exam Reviews (OWSI.27)	2.0 hours
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## **Cancellation and Refund Policy**

Should student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making the initial payment.
3. Cancellation after the third (3<sup>rd</sup>) business day, but before the first class will result in a refund of all monies paid, with the exception of the registration fee.
4. Cancellation after attendance has begun but prior to 50% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 50% of the program will result in no refund.
6. Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. A student can be dismissed at the discretion of the Director, for insufficient progress, non-payment of costs, or failure to comply with the rules.
9. If the school cancels any of the programs at any time, a full refund will be given to the student.

## **Description of School Facilities**

The school consists of 2000 square feet in Islamorada, Florida. Accommodations are conveniently located on the premises. The Rainbow Reef Dive center is also on the premises which the IDC utilizes for the boats, marina, air fill equipment and equipment repair facilities.

There are 2 classrooms (1 indoor, 1 outdoor) for study of the Assistant Instructor Course and the Open Water Scuba Instruction Course equipped with a library, Internet access, audio visual equipment and teaching aids.

In addition to the administrative offices and the classrooms, the School maintains a lunchroom for Student's use.

Information will be explained verbally and demonstrated by slides prior to actual hands-on training. The visual aids method of introduction enhances lectures and has proved to be a very effective teaching method.

## **Graduation Requirements**

A Certificate of completion is presented to each student that has:

1. Successfully completed all required programs
2. Attended all class hours; and
3. Fulfilled all monetary obligations to the School.

## **Policy Statement**

The school does not discriminate regarding race, color, creed and/or religion.

Licensed by:

Commission for Independent Education  
Department of Education  
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Tallahassee, FL 32301  
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