

# CATALOG OUTLINE



400 Industrial Blvd  
Suite 216  
Mansfield, Texas 76063  
(682)400-8841

## PDTC Mission Statement

Professional Diver Training Centers goals are to train the most professional and knowledgeable divers in the industry. We are committed to developing individuals to become the professional divers that Employers need and  
*search for*

**Catalog Volume 1**

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## **(4) HISTORY**

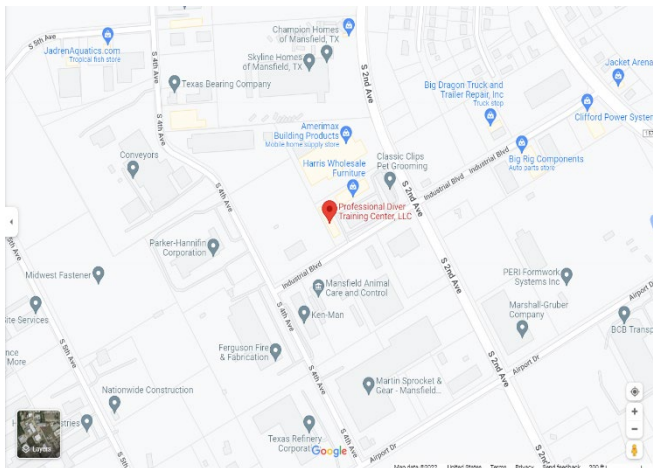
Donald Moore served 20 years in the US Navy as a Diver Chief Petty Officer, he started his diving career in 1978 attending US Navy 2<sup>nd</sup> class dive school in Little Creek, Va. His Career started him conducting diving and salvage operations, including waterborne repairs on the surface and sub- surface US Naval vessels. In 1982 Donald went to Panama City Florida, Naval Diving and Salvage Training center to attend 1<sup>st</sup> class diving school. This is advanced training in mixed gas diving and salvage operations and diving supervisor training. Donald's career branched all aspects of Navy diving from salvage ships to research test and development and ship repair facilities to staff assignments. Making 5 deployments to the Western Pacific conducting various diving operations. Mr. Moore was then designated as an instructor at the Naval Special Warfare Center teaching diving to US Navy Seal candidates. After retiring from the US Navy, he worked several years in the commercial diving industry. Mr. Moore returned to the Naval Special Warfare Center as a Diving Instructor and Diving Equipment Manager from 2004-2018, teaching diving physics, diving medicine, open circuit SCUBA, and oxygen circuit UBA, hyperbaric chamber operations, and oxygen medicine. In 2018 Mr. Moore retired from Civil Service and was instrumental in the startup of a commercial diving school in Goodyear Arizona, serving there as the Director of training and curriculum development and teaching all aspects of surface supplied diving until 2021. Mr. Moore currently holds qualifications as a US Army Corps of Engineers Unlimited Diver, Diving Supervisor, US Navy Mixed Gas Diving Supervisor, Air Diving Supervisor, Open/Closed Circuit Diving Supervisor, Hyperbaric Supervisor, Inside Tender, and Chamber Operator. Mr. Moore also holds ADCI certification as a Mixed Gas/ Nitrox Diver/Supervisor, holds Aqualung certification as an Open Circuit Repair Technician/Instructor, DOT Certified SCUBA Cylinder Inspector, Oxygen Clean Instructor, Diver's Life Support System Operator and repair technician, and Quality Assurance Inspector. He holds an instructor certification from the US Navy as a High Risk instructor and Master Training Specialist. He also holds instructor certifications in CPR/1st aid/AED, O2 Provider, Diving Emergency Management Provider, Diving 1st Aid for professional divers from Diver's Alert Network (DAN). Diving Medical Technician, Intermediate and advance Hyperbaric Technician instructor certifications from International Board of Undersea Medicine. Donald also holds Scuba and Chamber Operator and Nitrox Instructor certifications from international Association of Nitrox and Technical Divers (IANTD). He also holds a Kirby Morgan Hat Technician/ Instructor certification from Dive Lab.

### **(4.1) ACCREDITATION AND APPROVALS**

Professional Diver Training Center is not yet accredited by the U.S. Department of Education, however as soon as PDTC becomes eligible we will pursue accreditation. We adhere to and follow American National Standards Institute (ANSI/A (15.A.) ACDE-2015), Association of Commercial Diving Educators (A (15.A.) ACDE) training standards for commercial diver training. and Association of Commercial Diving Contractors International (ADCI) which conducts an audit for Training Commercial Divers compliance and Safety. ADCI is the issuing authority of the Commercial Diver certification card. And we are Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

**(5) DESCRIPTION OF AVAILABLE SPACE, FACILITIES, AND EQUIPMENT**

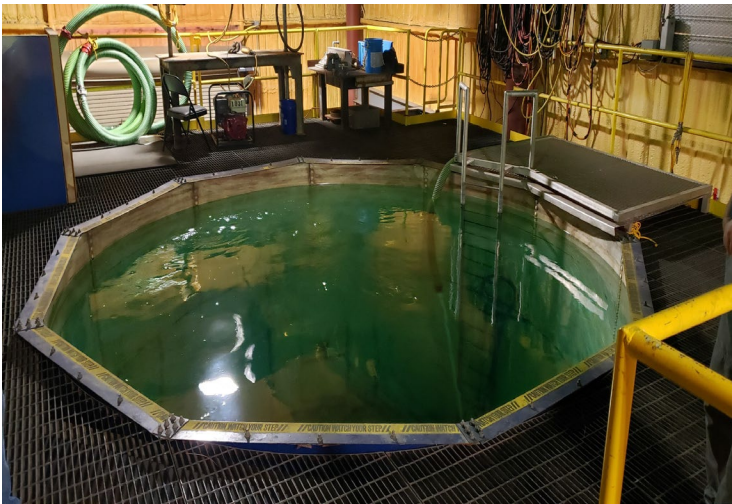
PDTC's Main Campus, classrooms and administrative offices are in a 1500 square foot facility and are located at 400 Industrial Blvd, Suite 216 Mansfield, Texas: 20 miles southeast of Downtown Fort Worth near US Highway 287. The PDTC classroom facility uses industry-standard technology in teaching. Our system uses computers to present power point presentations and videos onto multiple flat screen televisions for the best clarity for the best learning environment. We also have a maintenance room to preform required maintenance on all diving equipment with a high pressure air system for filling cylinders used in training. PDTC uses industry standard equipment for all instructional evolutions. Our practical Training area is located less than 1 mile from our Main Campus, at 123 Sentry Dr., which is also the home of one of the largest working commercial Diving companies in the United States. This unique training facility has everything needed to host the commercial diver training. It hosts one 29,657 gallon training tank, for underwater pipe inspection & repair training, located inside a 50,000 sqft facility equipped with a full fabrication shop with topside/underwater welding equipment, decompression chambers, along with a working yard for rigging and forklift training. Our Facility is designed to exceed the strict requirements set by the American National Standards Institute (ANSI) and the Diving Consensus Standards of the Association of Diving Contractors International (ADCI) for commercial diver training.



Professional Diver Training Center Main Campus and Administrative Offices



***Practical training facility which hosts a 29,657 Gallon Training Tank, Hat Maintenance room, full Fabrication Weld Shop. It is fully equipped with all the gear currently used in the Commercial Diving Industry.***



The PDTC campus is in Mansfield, Texas where the job market for commercial divers is very good. There are more than 10 commercial Diving companies in the DFW Metroplex. The area around the school also offers several options in regard to entertainment: NFL Team, MLB Baseball, NASCAR, and premium concert events. Also, PTDC is owned and actively operated by a team of professionals who have been in the commercial diving industry collectively for over 120 years. Our curriculum was designed by the United States Navy which has over 110 years of teaching the world's best divers. A group of highly experienced divers and professionally trained instructors and dive supervisors that include both Military and Commercial Divers who hold the highest certifications obtainable in the industry, PDTC made the necessary additions needed for the commercial diving Industry . Several of the PDTC Instructor staff are also Navy Diver veterans. The PDTC team is uniquely qualified to train divers for jobs in the commercial diving industry. We know what employers are looking for, and we know how to prepare you to be the best in the industry.

PDTC also offers job placement assistance during and upon completion of our program, help in finding housing for students in need, and work-study where available to help offset the cost of tuition.

## **(6) A LISTING OF:**

### **(6.a.) BOARD OF DIRECTORS, ADMINISTRATION:**

#### **Donald Moore    Executive Director, Curriculum Development, Instructor, Owner**

Donald Moore served 20 years in the US Navy as a Diver Chief Petty Officer conducting diving and salvage operations,. Mr. Moore was then designated as an instructor at the Naval Special Warfare Center teaching diving to US Navy Seal candidates. After retiring from the US Navy, he worked several years in the commercial diving industry. 2004-2018 Mr. Moore returned to the Naval Special WarfareCenter as a Diving Instructor and Diving Equipment Manager teaching diving physics, diving medicine, open circuit SCUBA, and oxygen circuit UBA, hyperbaric chamber operations, and oxygen medicine. From 2018-2021 Served as the Director of Training and curriculum development at a commercial diving school in Goodyear, Arizona. He holds instructor certification from the US Navy as a High Risk instructor and Master Training Specialist, also holds instructor certifications in CPR/1st aid/AED,O2 Provider, Diving emergency management Provider, Diving 1st aid for professional divers from Diver's Alert Network (DAN). Diving Medical Technician, Intermediate and advance hyperbaric Technician instructor certifications from international board of undersea medicine. Donald also holds Scuba and chamber operator and Nitrox Instructor certifications from international Association of Nitrox and Technical Divers(IANTD).Also holds Kirby Morgan Hat technician/ Instructor certification.

#### **DIRECTOR OF ADMISSIONS:**

##### **Donald Moore**

Held position as a military education instructor at San Diego city College 2001-2004  
Held position as assistant Department head and served a diving instructor at the Naval Special Warfare Center from 2004-2018  
Held position as director of training and curriculum development from 2018-2021  
US Navy Certified High Risk Instructor  
US Navy Certified Instructor  
US Navy Master Training Specialist  
Completed Ethics training Annually 2004-2018  
Completed leadership training courses 1980- 2018 (as required)  
Completed Total Quality leadership course 1993

#### **FINANCIAL AID ADMINISTRATOR:**

##### **ReGina Allen**

Has previously held Backup Financial Aid Administrator position. Has helped students apply for FAFSA/Title IV Pell Grants assisting in completing all their paperwork for Student Aid. ReGina has been a Full Charge Bookkeeper for the past 35 years in many types of businesses including a vocational training school.

**(6.c.) OWNER:**

**Donald Moore**

Donald has been in the diving industry for more than forty years; this has been a family business starting with his great grandfather working as a diver in the Seattle area in the 1930's and 40's. Donald started his diving career in 1978 in the US Navy and served 20 years as a Navy diver. Donald's Son is a 23 year US Navy Diver. Donald was the assistant department head at the Navy's Largest diving locker where they logged over 800,000 minutes of bottom time annually. He has served as the Director of training and curriculum development at a Commercial Diving school from 2018-2021. He has 18 years of teaching experience in diving.

## **(7) A LISTING OF KEY STAFF AND FACULTY**

**(7.a) STUDENT SERVICES ADMINISTRATOR / RECEPTION:**

**ReGina Allen**

**(7.b)** ReGina has provided comprehensive administration support for students at a commercial dive school in the past. Has helped students complete all student paperwork, payment plans, and information as needed. ReGina has been a Full Charge Bookkeeper for the past 35 years in many types of businesses including a vocational training school. She has proficiently kept Student files, given housing advice as necessary, assisted students with a good budgeting plan in order to be successful in completing their education and in compiling relevant job history information on past students of a commercial dive school.

## **(7.a.Continued) INSTRUCTOR STAFF:**

### **Mark Allen**

#### **Full-Time Lead Dive Instructor**

##### **(7.b.) Specialized Training:**

Retired Commercial Diver (36 years of diving experience)

Commercial Dive School: Divers Institute of Technology, Seattle ,WA. (1985)

EMT Seattle, WA (2001)

Mark brings his vast commercial diving experience to the program. He has worked in Salvage Diving, Treasure Diving, Haz-Mat, Ecological Surveys, Movie and TV industry Production and Safety Diver, as well as a Commercial Dive Instructor.

##### **(7.c.) AREA(S) OF INSTRUCTION**

ADCI Air Supervisor Card/Certification

NAUI Dive Instructor/First Aid/CPR/Oxygen Provider

Instructor, MDEA Dive Supervisor Card

Kirby Morgan Helmet Operator/User Instructor

Surface Supplied Diving Instructor

Welding Instructor

Rigging Instructor

### **Mike Hardgraves**

#### **Full-Time Dive Instructor**

##### **(7.b.) Specialized Training**

US NAVY Retired Chief Diver ( 23 years' experience)

Navy 1st Class Diver Training

Navy 2<sup>nd</sup> Class Diver Training

ADCI Mixed Gas Supervisor Card/Certification

Mike Hardgraves is a 25 year Chief, Navy Diver veteran, with military experience in ship and submarine husbandry, salvage and submarine rescue, deep submergence life support systems, and recompression chamber operations. He became involved in hyperbaric medicine at the end of his military service and directed a hospital based hyperbaric wound care center for nine years. He is a certified hyperbaric technician performing thousands of hyperbaric oxygen therapy treatments during his tenure in wound care. He holds a BS in business administration, ADCI commercial diver supervisor cards for air and mixed gas diving and specializes in teaching diving physics, diving medicine, and recompression chamber operations.

##### **(7.c.) AREA(S) OF INSTRUCTION**

NBDHMT Certified Hyperbaric Technician Instructor

Hyperbaric Chamber operator Instructor

Kirby Morgan Helmet Operator/User Instructor

Diving Physics and Medicine Instructor

Surface Supplied Diving Instructor

Mixed Gas Diving Instructor

### **Justin**

#### **Full-Time Dive Instructor**

##### **(7.b.) Specialized Training**

US NAVY Petty Officer Retired (24 years' experience)

Navy 1st Class Diver Training

Navy 2<sup>nd</sup> Class Diver Training

HeO2/N2O2/Air Diving Supervisor



Justin has had extensive military diving experience including Salvage Construction – Demolition Diver, HEO2 Diver, Hyperbaric Medical Technologist, and SEABOTIX ROV Operator/Repair to name a few. He is an Unlimited Air Diving Supervisor and LAR-V Supervisor, Qualified command Diving Officer and Master Training Specialist. He also holds a Bachelor of Arts in Anthropology/Archaeology Cum Laude with a Minor in Geography and Environmental Science/GIS emphasis. Justin brings his vast experience in Leadership and Administration to our teaching staff.

### **(7.c.) AREA(S) OF INSTRUCTION**

Hyperbaric Chamber operator Instructor  
Kirby Morgan Helmet Operator/User Instructor  
Diving Physics and Medicine Instructor  
Surface Supplied Diving Instructor  
Mixed Gas Diving Instructor

## **Donald Moore**

### **Full-Time Dive Instructor**

#### **(7.b.) Specialized Training**

US NAVY Retired Chief Dive  
Retired commercial diver ( 42 years 'experience)  
Navy 2<sup>nd</sup> Class Diver Training  
Navy 1st Class Diver Training  
ADCI Mixed Gas/ Nitrox Supervisor Card/Certification  
US Navy High Risk Instructor Certified  
US Navy Master Training Specialist

Donald Moore served 20 years in the US Navy as a Diver Chief Petty Officer conducting diving and salvage operations. Mr. Moore was then designated as an instructor at the Naval Special Warfare Center teaching diving to US Navy Seal candidates. After retiring from the US Navy, he worked several years in the commercial diving industry. 2004-2018 Mr. Moore returned to the Naval Special Warfare Center as a Diving Instructor and Diving Equipment Manager teaching diving physics, diving medicine, open circuit SCUBA, and oxygen circuit UBA, hyperbaric chamber operations, and oxygen medicine. From 2018-2021 Served as the Director of Training and curriculum development at a commercial diving school in Goodyear, Arizona. He holds instructor certification from the US Navy as a High Risk instructor and Master Training Specialist, also holds instructor certifications in CPR/1st aid/AED, O2 Provider, Diving emergency management Provider, Diving 1st aid for professional divers from Diver's Alert Network (DAN). Diving Medical Technician, Intermediate and advance hyperbaric Technician instructor certifications from international board of undersea medicine. Donald also holds Scuba and chamber operator and Nitrox Instructor certifications from international Association of Nitrox and Technical Divers (IANTD). Also holds Kirby Morgan Hat technician/ Instructor certification.

### **(7.c.) AREA(S) OF INSTRUCTION**

Kirby Morgan Helmet Operator/User Instructor  
Diving Physics and Medicine Instructor  
Surface Supplied Diving Instructor  
Mixed Gas Diving Instructor  
Kirby Morgan Hat Tech Course Instructor  
CPR/1<sup>st</sup> aid/AED/ O2 Provider Instructor  
Diving Medical Technician Instructor  
Intermediate Hyperbaric Technician Instructor  
Hyperbaric Chamber Operator Instructor  
Aqualung Regulator and Valve Repair Technician Instructor

## **(8) FEES, TUITIONS AND/OR SPECIAL CHARGES**

**(8.a.)** Tuition      \$19,500.00

**(8.b.)** Registration \$ 150.00

**(8.c.)** Books      \$ Varies

**(8.d.)** Supplies    \$ Varies

**(8.e.)** Tools        \$ 200.00

**(8.f.)** Laboratory Fee \$ N/A

Dive Gear \$430.00 plus tax may vary depending on what and where gear is purchased

**(8.g.) Total Cost      \$20,280.00**

**(8.h.)** SCHOLARSHIP TERMS (IF APPLICABLE) N/A

**(8.i.)** ANY OTHER EXPENSES   Diving Physical Exam. \$350.00 - \$475.00

**(8.j.)** INDIVIDUAL SUBJECT FEE (IF APPLICABLE) N/A

## **(9) SCHOOL CALENDAR**

### **(9.a.) HOLIDAYS TO BE OBSERVED:**

PDTC observes the following holidays and will be closed class schedules are built around them.

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving and the day after

- Christmas Eve and Christmas Day

## (9.b.) ENROLLMENT PERIODS:

Enrollment is open and continuous, there is a cutoff date of 2 weeks prior to the start of a class date in order to facilitate the admission requirements prior to start date.

## (9.c.) BEGINNING AND ENDING DATES OF TERMS:

### Class Schedule:

All class schedules are subject to change and may be adjusted to meet the needs of the enrolled students.

The complete Commercial Diver Program is 700 hours in length, and classes begin approximately every 4 to 8 weeks. For up to date start and end dates, please check our website [www.prodivertc.com](http://www.prodivertc.com)

### 2022 Program Start Dates and Time (tentative):

Class Number	Start Date	Class Time
<i>Class 2202</i>	<i><u>March 8, 2022</u></i>	<i><u>T-TH 7am - 5pm, Fri. 7am-4pm</u></i>
<i>Class 2203</i>	<i><u>April 5, 2022</u></i>	<i><u>T-TH 7am - 5pm, Fri. 7am-4pm</u></i>
<i>Class 2204</i>	<i><u>May 17, 2022</u></i>	<i><u>T-TH 7am - 5pm, Fri. 7am-4pm</u></i>
<i>Class 2205</i>	<i><u>June 28, 2022</u></i>	<i><u>T-TH 7am - 5pm, Fri. 7am-4pm</u></i>
<i>Class 2206</i>	<i><u>August 9, 2022</u></i>	<i><u>T-TH 7am - 5pm, Fri. 7am-4pm</u></i>
<i>Class 2207</i>	<i><u>September 20, 2022</u></i>	<i><u>T-TH 7am - 5pm, Fri. 7am-4pm</u></i>
<i>Evening Classes will be scheduled as needed</i>		<i>M-F 5pm-10pm</i>
<i>Minimum Class size is 10 students for the evening classes</i>		

### **i. Class Size:**

Maximum class size is 20 students per class. Minimum class size is 5 students per class for the day program. A minimum of 10 students is required for evening classes. A sign-up list will be maintained, and classes scheduled as needed.

### **(9.d.) SCHEDULED VACATION PERIODS:**

School is closed from Dec 24<sup>th</sup> to the first Tuesday following the New Year holiday

## **(10) NORMAL HOURS OF OPERATION**

### **(10.a.) SCHOOL HOURS:**

All Instructional hours for day classes will be Tuesday-Thursday 7am-5pm, Friday 7am-4pm classroom instruction will be held at 400 Industrial Blvd, Suite 216 Mansfield, Texas 76063.

All Instructional hours for the Evening Classes will be Monday – Friday 6pm-10pm (classes will only be scheduled on a as needed basis)

### **(10.b.) SCHOOL OFFICE HOURS:**

Professional Diver Training Centers administrative offices located at 400 Industrial Blvd, Suite 216 Mansfield, Texas 76063. We are open Monday – Friday from 8:00 am to 5:00 pm for student administrative business.

### **(10.c) CLASS PERIODS:**

All classroom periods will be 50 minutes followed by a 10 minute break; Lunch break will be from 1130-1230 daily

During practical evolutions it may not be possible to break every 50 minutes, breaks will take place in between evolutions and lunch will be at the normally scheduled time.

## **(11) ADMISSION/ENROLLMENT POLICIES**

### **(11.a.) AGE:**

A Student must meet the state minimum age requirement to enter school (if applicable).

### **(11.b.) EDUCATION REQUIREMENTS:**

- A copy of a valid state or federal issued photo identification
- A copy of high school diploma or its equivalent. PDTC does not offer Ability to Benefit. A copy of Home Schooling Credentials to include Diploma / transcript signed by parent and copy of letter of intent from parent

### **(11.b.3) OTHER REQUIREMENTS:**

- A Career Planning interview
- The required application and registration fee
- A Complete Enrollment Package and Tour of the facility
- ADCI Diving Physical completed before the start of class (at student expense)
- Good work ethics

- Ability to swim 400 yards (test may be required)
- Open water scuba certification (Strongly Preferred)
- Ability to obtain a transportation workers identification card (TWIC) and Passport
- Pass a Drug Test as part of the Diving Physical (at student expense)

## **APPLICATION PROCEDURES:**

Professional Diver Training Center has open enrollment. Students who wish to enroll in the Commercial Diver Program at PDTC must submit the following to the Admissions Office before attending class:

- Required tour of the facility
- Completed application for enrollment
- Completed ADCI Diving Physical
- High School Diploma, GED or equivalent
- Admission/Registration Fee of \$150
- Copy of Photo ID (Driver license, Passport, Military ID)

Once accepted into the Commercial Diver Program at PDTC, you will receive an acceptance letter, which will include your class start days/times. You will also receive essential documents regarding your financial payment options, which will need to be completed and returned as soon as possible.

It will be solely your responsibility to schedule and pay for your physical before attending class. Some health insurance plans may cover the cost of this physical; please check with the physician providing the diving physical.

**(11.b.1.) N/A**

**(11.b.2.) N/A**

## **(12) CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE**

### **HOW PREVIOUS EDUCATION AND TRAINING WILL BE EVALUATED:**

Official Transcripts and an evaluation will be used to determine the appropriate hours to be transferred to provide a better educational experience. Students who transfer will be evaluated by completing a Practical and Theoretical exam.

### **LIMITATIONS ON TRANSFERABILITY OF CREDIT EARNED AT THIS SCHOOL:**

Prior to enrollment, PDTC will provide student with the results and a reduction of tuition will be applied. PDTC requires students to take the course even if credit has been provided and financial deductions have been made. The student must notify the school before enrollment that such prior training exists. PDTC will not adjust to recognize a Student's prior education once the student has started. Once the student has started school, no credits shall be transferred unless prior evaluation and documentation has been approved and recorded. PDTC will never allow more than 50 % (fifty) percent transfer credits and the transferable credits must have been obtained by an ADCI approved and nationally accredited institution. Credit for previous life skills training and practical application "on-the-Job" training shall be evaluation using the same process.

## **(13) CANCELLATION AND REFUND POLICIES**

### **CANCELLATION POLICY:**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (Until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

### **REFUND POLICY:**

1. Refund computations will be based on scheduled course time of class attendance through the last documented day of an academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a) the date of termination, if the student is terminated by the school;
  - b) the date of receipt of written notice from the student; or
  - c) ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)
5. Refunds for terms of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12 month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:

- a) An enrollee is not accepted by the school;
- b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 132.0611 and TAC Chapter 807, Subchapter N.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

### **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE:**

A student at the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled

- 1. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- 2. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- 3. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - a) Satisfactorily completed at least 90 percent of the required coursework for the program; and
  - b) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

## **(14) COURSE(S):**

### **(14.a.) COMMERCIAL DIVER PROGRAM:**

### **(14.b.) OBJECTIVE /PURPOSE OF COURSE:**

PDTC offers a 700-hour program that exceeds the 625 hours required by the American National Standard Institute. (ANSI) and meets the Association of Commercial Diving Contractors and Association of Commercial Diving Educators requirements for an Entry Level Diver/Tender. You will receive training in diving physics, diving medicine, hyperbaric chamber operation, welding and cutting, and many other trade skills. Upon graduation you will receive the following certifications: ADCI Entry Level Diver/Tender card in accordance with the American National Standards Institute (ANSI). Underwater Welding Course Completion Certificate (AWS D3.6M-Class C Standard). Divers Alert Network (DAN) Diving First Aid for the Professional Diver Provider (CPR/HCP) & First Aid (Blended) (DANDAN-875). National Association of Underwater Instructors (NAUI) Open Water SCUBA Certification. Kirby Morgan Operator/User Training Certificate and Card. Aqua Lung Conshelf XIV Repair Technician Certificate. You will also receive a chamber operator card, and an occupational (EANX) Nitrox diver card. A diploma issued by Professional Diver Training Center. With these certifications you can obtain a Job as an entry level diver/ tender in the Commercial Diving Industry. A commercial diver works below the surface of the water to inspect, repair, remove, or install equipment and structures. Divers may use a variety of power and hand tools, such as drills, sledgehammers, torches, and welding equipment. Tasks may include conducting tests or experiments, rigging explosives, or photographing structures or marine life. Every commercial diver has a different career path based on their experiences and opportunities, that may be a combination of the career paths listed below.

### **Typical Commercial Diver Career Paths**

**Offshore Diver:** The most common commercial diver is the offshore diver working in the oil and gas industry. Many commercial divers enter their professional career as an offshore diver. They have demanding work schedules, working long hours for several consecutive days. Offshore divers live on oil platforms or vessels for long periods of time but may not need to work year-round.

**Inland Diver:** Inland divers work on land-based civil engineering operations done in lakes, harbors, rivers, and dams. They do not face as many hazardous working conditions and living situations of offshore divers and are typically able to leave the job site at the end of work each day. Inland divers often travel to multiple work sites in a region and are often required by law to be compensated per diem and housing allowances while completing a job. Entry level divers are commonly hired for inland work, and it is widely available across the country.

**HAZMAT/Nuclear Divers:** HAZMAT divers are considered highly skilled and experienced divers who work under dangerous conditions. Specialized equipment and procedures are used due to the hazardous material they dive in, such as chemical tanks, polluted waterways, nuclear power plants, and sewage systems. HAZMAT divers must take precautionary measures to deal with the threat of chemical, nuclear, and/or biological contamination. Commercial divers may encounter HAZMAT work early in their career, but more experienced divers often do these types of projects.

**Media Divers:** Media divers work in underwater filming and photography. They are trained camera operators who mostly cover projects meant for documentaries and movies. This type of work is less common than other types of diving, it is usually done on occasion by advanced divers.

**Saturation Divers:** Saturation divers travel to depths below 300 feet and remain underwater for up to a



month at a time living in a diving bell or another saturation complex, typically working on oil platforms or other infrastructure. Saturation divers are typically the highest paid divers in the industry, it requires a significant amount of working dive experience and further certification typically offered by companies that do saturation diving.

## (14.c.) COMPLETE LISTING OF SUBJECTS

**Program Outline** This is one program it has no prerequisites and must start with (15.A.)CD-1

### Commercial Diver Program

(14.C.1) Subject No.	(14.c.2) Subject Title	(14.d) Course Time Hours Lecture/Lab/Externship/Total Hours
CD-1	PRINCIPLES OF DIVING PHYSICS	12.5 / 00 / 00 / 12.5
CD-2	FORMULA APPLICATION	12.5 / 00 / 00 / 12.5
CD-3	AIR DECOMPRESSION TABLES AND DECOMPRESSION PROCEDURES	30 / 00 / 00 / 30
CD-4	ANATOMY AND PHYSIOLOGY RELATED TO DIVING	18 / 00 / 00 / 18
CD-5	DIVING DISEASES, INJURIES AND PSYCHOLOGICAL ASPECTS	12 / 00 / 00 / 12
CD-6	TREATMENT OF DIVER'S ILLNESS AND INJURIES	30 / 00 / 00 / 30
CD-7	FIRST AID FOR DIVERS & CPR	08 / 08 / 00 / 16
CD-8	NOXIOUS GASES IN ENCLOSED SPACES	02 / 00 / 00 / 02
CD-9	ENVIRONMENTAL HAZARDS OF DIVING	12 / 00 / 00 / 12
CD-10	INDUSTRIAL AND OFFSHORE SAFETY	06 / 00 / 00 / 06
CD-11	THE HYPERBARIC CHAMBER AND ASSOCIATED EQUIPMENT	16 / 00 / 00 / 16
CD-12	TRAINEE PARTICIPATION IN CHAMBER OPERATIONS	00 / 44 / 00 / 44
CD-13	OPEN CIRCUIT / OPEN WATER SCUBA	00 / 28 / 00 / 28
CD-14	LIGHTWEIGHT DIVING EQUIPMENT FUNCTION AND NOMENCLATURE	24 / 00 / 00 / 24
CD-15	SEAMANSHIP & RIGGING FUNDAMENTALS	25 / 00 / 00 / 25
CD-16	LIGHTWEIGHT DIVING PROCEDURES AND TECHNIQUES	00 / 40 / 00 / 40

(14.C.1) Subject No. (Continued)	(14.c.2) Subject Title	(14.d) Course Time Hours Lecture/Lab/Externship/Total Hours
CD-17	UNDERWATER WORK USING LIGHTWEIGHT DIVING EQUIPMENT	00 / 65 / 00 / 65
CD-18	PRACTICAL APPLICATION OF SEAMANSHIP AND RIGGING	00 / 60 / 00 / 60
CD-19	UNDERWATER TOOLS	04 / 20 / 00 / 24
CD-20	MIXED GAS DIVING	05 / 25 / 00 / 30
CD-21	MAINTENANCE OF DIVER'S UMBILICAL	02 / 10 / 00 / 12
CD-22	AQUA LUNG CONSHSELF XIV REGULATOR / VALVE MAINTENANCE	00 / 09 / 00 / 09
CD-23	HOT WATER SYSTEMS	02 / 00 / 00 / 02
CD-24	INTRODUCTION TO SHIPS HUSBANDRY	33 / 00 / 00 / 33
CD-25	DRAWINGS, BLUEPRINT READING, REPORT WRITING	08 / 00 / 00 / 08
CD-26	DIVING LOGS, RECORDS, AND STANDARDS FOR COMMERCIAL DIVING OPERATION	12 / 00 / 00 / 12
CD-27	OPERATIONS PLANNING	12 / 00 / 00 / 12
CD-28	MARINE ENGINES AND COMPRESSORS	06 / 10 / 00 / 16
CD-29	JOB SEARCH AND RESUME WRITING	05 / 00 / 00 / 05
CD-30	INTRODUCTION TO TOPSIDE WELDING	26 / 00 / 00 / 26
CD-31	TOPSIDE WELDING EQUIPMENT	00 / 12 / 00 / 12
CD-32	OXYGEN-ACETYLENE CUTTING TECHNIQUES	10 / 00 / 00 / 10
CD-33	PRACTICAL APPLICATION OF OXYGEN- ACETYLENE METHOD OF CUTTING	00 / 12 / 00 / 12
CD-34	INTRODUCTION TO UNDERWATER CUTTING & WELDING	00 / 24 / 00 / 24
(14.e)	Total Hours for Program Completion	(14.e.)  333 / 367 / 0 / 700

**(14.f.) Length of time in weeks required to complete the Commercial Diver Program:**

20 Weeks

**(14.g) N/A**

**(14.h.) CERTIFICATES AND DIPLOMA:**

- ADCI Entry Level Diver/Tender card in accordance with the American National Standards Institute (ANSI/ACDE-01-2015)
- Underwater Welding Course Completion Certificate (AWS D3.6M-Class C Standard).
- Divers Alert Network (DAN) - Diving First Aid for the Professional Diver Provider (CPR:HCP) & First Aid (Blended) (DANDAN-875)
- National Association of Underwater Instructors (NAUI) Open Water SCUBA Certification
- Kirby Morgan Operator/User Training Certificate and Card
- Aqua Lung Conshelf XIV Repair Technician Certificate
- IANTD - Chamber Operator Certification
- IANTD –Occupational EANx Diver Certification
- Forklift Card – OSHA General Forklift Safety Course (OSHA Standard:29CFR / Powered Industrial Trucks: 1910.176)
- Diploma for Commercial Diver issued by Professional Diver Training Center

**(14.i.) N/A**

## **(15) A SYNOPSIS OF EACH SUBJECT OFFERED**

### **PROGRAM CURRICULUM**

**(15.d.) This is one Program it has no prerequisites and must start with (15.A.)CD-1**

**PROGRAM: Commercial Diver Program (700) Hours**

**Delivery: Classroom, Lab, and Open Water**

### **INTRODUCTION:**

- Orientation, Facility Tour, and Rules
- Provides the student with an understanding of facility rules, processes, and layout.
- Complete Physicals, Housing Issues and Other Administrative Tasks
- Allows students who have not completed physical examinations prior to arriving to school to complete therequired examination.
- Allows time for students to finalize housing accommodations.
- Allows students to finalize missing or incomplete paperwork prior to the commencement of classes.

### **SUBJECTS:**

**(15.a.) CD-1**

**(15.b.) PRINCIPLES OF DIVING PHYSICS**

**(15.c.) Contact Hours: 12.5 Lecture**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

To provide the trainee with an understanding of the physics of air and water pressure applicable to diving, understand the composition, definition, characteristic of normal air and the gas laws effecting air as it relates to diving. Understand composition weight and characteristics of fresh and salt water and it related to diving, understand the difference in mechanical pressure and other ambient pressures related to diving. Understand the various gas laws as they related to diving. Understand the effect of temperature on pressure, the effect of pressure on gas absorption and the computation of pressure at various atmospheres .

**(15.a.) CD-2**

**(15.b.) FORMULA APPLICATION**

**(15.c.) Contact Hours: 12.5 Lecture**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

To familiarize the trainee with diving physics formulas as used in diving, provide practical experience in using diving physics formulas. Calculate gauge and absolute pressure at various depths, volume of cylinders, time duration of air supply from air flasks, air supplies required by divers and flow requirements for masks and hats. Understand the required capacity of an air compressor for safe diving operations.

**(15.a.) CD-3**

**(15.b.) AIR DECOMPRESSION TABLES AND DECOMPRESSION PROCEDURES**

**(15.c.) Contact Hours: 30 Lecture**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

To familiarize the trainee with the history of decompression, understand the definition and different types of decompression and the various methods of decompression as it relates to diving. Practical application of decompression tables in theoretical dives, and computation of altitude diving tables.

**(15.a.) CD-4**

**(15.b.) ANATOMY AND PHYSIOLOGY RELATED TO DIVING**

**(15.c.) Contact Hours: 18 Lecture**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

To describe the anatomy and physiology of the circulatory and respiratory systems of the human body. To educate the trainee on the effects of pressure and changes of pressure on the human body as it relates to diving. To provide the trainee a better understanding of the process and what happens when ambient pressure is increased or decreased as it relates to diving. Have a working knowledge of anatomy of the circulatory system and the respiratory system, and the Physiology of the circulatory system and the respiratory system. To know the Body cavities containing air and know the effects of pressure applied equally to the body and the effects of pressure applied unequally to the body .

**(15.a.) CD-5**

**(15.b.) DIVING DISEASES, INJURIES AND PSYCHOLOGICAL ASPECTS**

**(15.c.) Contact Hours: 12 Lecture**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

To familiarize the trainee with the various types of diseases and injuries that occur in diving. To have an understanding of the definition, symptoms, causes, prevention, and treatment of the following diving related diseases: Anoxia/Hypoxia Hypercapnia/Asphyxia, Squeeze, Arterial Gas Embolism (AGE), Decompression Sickness, High Pressure Nervous Syndrome (HPNS), Nitrogen Narcosis, Oxygen Toxicity (CNS/Pulmonary), Pneumothorax, Drowning (near drowning), Carbon Monoxide poisoning, Bone Necrosis, Lipoid Pneumonia, Mediastinal and Subcutaneous Emphysema. Understand the Psychological aspects of diving and the rationale of physical vs. mental abilities of divers, emotional and physical stability, diver stress the effects of stress and comparison of panic and mental controls.

**(15.a.) CD-6**

**(15.b.) TREATMENT OF DIVER'S ILLNESS AND INJURIES**

**(15.c.) Contact Hours: 30 Lecture**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

To educate the trainee in the use of tables for treatment of arterial gas embolism, decompression sickness, and omitted decompression. To impress upon the trainee the importance of selection of the proper treatment table as it relates to treatment of the diver. To provide the trainee practical experience in the selection and use of the treatment tables in treating injured divers. Review case histories with cases that illustrate both proper and improper selection and use of treatment tables. Practical use of tables with hypothetical cases and various symptoms, perform neurological exams on a hypothetical injured diver.

**(15.a.) CD-7**

**(15.b.) FIRST AID FOR DIVERS AND CPR**

**(15.c.) Contact Hours: 16 (8 Lecture/8 Lab)**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

To provide the trainee with a basic understanding of the first-aid measures appropriate to common diving and industrial accidents/illnesses. Instruct the trainee in the proper method of providing oxygen to an injured diver. To meet or exceed the minimum standards as set forth by the American Red Cross and OSHA, US Coast Guard or equivalent first aid and CPR training requirements.

**(15.a.) CD-8**

**(15.b.) NOXIOUS GASES IN ENCLOSED SPACES**

**(15.c.) Contact Hours: 2 Lecture**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

To provide the trainee with knowledge of the noxious gases encountered in diving operations. Introduce the trainee to various instruments used to detect noxious gases. Familiarize the trainee with precautions necessary to avoid accidents from noxious gas.

**(15.a.) CD-9**

**(15.b.) ENVIRONMENTAL HAZARDS OF DIVING**

**(15.c.) Contact Hours: 12 Lecture**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

To provide the trainee a knowledge of the environmental hazards the diver may encounter.

**(15.a.) CD-10**

**(15.b.) INDUSTRIAL AND OFFSHORE SAFETY**

**(15.c.) Contact Hours: 6 Lecture**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

To familiarize the student with Federal, State, and ADC requirements for diving operations. To provide the trainee with instruction in industrial and offshore safety. To provide the student with basic crane safety training.

**(15.a.) CD-11**

**(15.b.) THE HYPERBARIC CHAMBER AND ASSOCIATED EQUIPMENT**

**(15.c.) Contact Hours: 16 Lecture**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

To provide the trainee with a knowledge of the characteristics of the chamber and the procedures for operating the chamber.

**(15.a.) CD-12**

**(15.b.) TRAINEE PARTICIPATION IN CHAMBER OPERATIONS**

**(15.c.) Contact Hours: 44 Lab**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

Provide the trainee with practice in the operational procedures of a hyperbaric chamber and simulating the treatment of diving injuries. And develop trainee skills in the proper decompression and recompression operations.

**(15.a.) CD-13**

**(15.b.) OPEN CIRCUIT/OPEN WATER SCUBA**

**(15.c.) Contact Hours: 28 Lab**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

Provide the trainee with entry-level SCUBA Skills needed to dive open circuit SCUBA in the commercial diving industry. This training takes place in two 9 hour days in the pool followed by two 5 hour days in open water.

**(15.a.) CD-14**

**(15.b.) LIGHTWEIGHT DIVING EQUIPMENT FUNCTION AND NOMENCLATURE**

**(15.c.) Contact Hours: 24 Lecture**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

Familiarize the trainee with the nomenclature, function, and operation of lightweight diving equipment, masks, and helmets. Instruct the trainee in the proper procedures for checking, testing, and maintaining lightweight diving equipment. Instill in the trainee a sense of confidence and trust in the equipment. Instruct the trainee in the use of bail-out systems and other safety procedures, this is the Kirby Morgan authorized user course.

**(15.a.) CD-15**

**(15.b.) SEAMANSHIP & RIGGING FUNDAMENTALS**

**(15.c.) Contact Hours: 25 Lecture**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

Provide the trainee with a knowledge of the construction, use, and care of fiber, synthetic, and wire rope. Familiarize the trainee with the purpose and use of splices in fiber and wire rope. Instruct the trainee in the purpose and use of terminal fittings on wire rope. Introduce the trainee to the applicable sections of the American Petroleum Institute.

**(15.a.) CD-16**

**(15.b.) LIGHTWEIGHT DIVING PROCEDURES AND TECHNIQUES**

**(15.c.) Contact Hours: 40 Lab**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

Instruct the trainee in the operational use of lightweight diving equipment, procedures and safety consideration used in commercial diving. Develop the trainee's confidence in lightweight equipment and in lightweight diving. Develop the trainee's skill in the proper way of entering the water, using hose signals and other means of communication, and accomplishing different tasks, using lightweight diving equipment. Instruct trainees in the proper use of procedural manuals and emergency procedures.

**(15.a.) CD-17**

**(15.b.) UNDERWATER WORK USING LIGHTWEIGHT DIVING EQUIPMENT**

**(15.c.) Contact Hours: 65 Lab**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

Provide the trainee with practical experience in diving and lightweight equipment. Provide the trainee experience in some of the more difficult underwater tasks encountered in commercial diving. Familiarize the trainee with safety issues surrounding using lightweight diving gear, and hazards encountered (i.e., live boating).

**(15.a.) CD-18**

**(15.b.) PRACTICAL APPLICATION OF SEAMANSHIP AND RIGGING**

**(15.c.) Contact Hours: 60 Lab**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

Provide the trainee practice in the application of seamanship and rigging, tying various knots used underwater and making splices in both natural fiber and synthetic lines. Also perform underwater rigging on various projects.

**(15.a.) CD-19**

**(15.b.) UNDERWATER TOOLS**

**(15.c.) Contact Hours: 24 (4 Lecture/20 Lab)**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

Provide the trainee with a knowledge of the care and use of tools and equipment used underwater. Familiarize the trainee with safety precautions required to safely use tools and equipment underwater.

**(15.a.) CD-20**

**(15.b.) MIXED GAS DIVING**

**(15.c.) Contact Hours: 30 (5 Lecture/25 Lab)**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

Provide the student with a basic understanding of mixed-gas diving techniques and procedures and theory. Understand the use of mixed gas decompression schedules and give the trainee practical application of mixed gas diving.



**(15.a.) CD-21**

**(15.b.) MAINTENANCE OF DIVER'S UMBILICAL**

**(15.c.) Contact Hours: 12 (2 Lecture/10 Lab)**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

Instruct the trainee in the proper method for making, maintaining, and testing dive hose. Provide practice to the trainee in making and testing dive hose.

**(15.a.) CD-22**

**(15.b.) AQUALUNG CONSHOLF XIV REGULATOR / VALVE MAINTENANCE**

**(15.c.) Contact Hours: 9 Lab**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

Provides the trainee with the basic skills needed to properly operate, maintain, and repair the 1st and 2nd stage of the Conshelf XIV SCUBA regulator used in the commercial diving industry in accordance with the manufactures standards.

**(15.a.) CD-23**

**(15.b.) HOT WATER SYSTEMS**

**(15.c.) Contact Hours: 2 Lecture**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

To list the terms associated with the diver's hot water systems and the problems associated with the effects of the cold. Provide practical experience in the setup, operation, shut down, and maintenance of diver's hot water systems used in the commercial diving industry.

**(15.a.) CD-24**

**(15.b.) INTRODUCTION TO SHIPS HUSBANDRY**

**(15.c.) Contact Hours: 33 Lecture**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

Provide the trainee with an understanding of basic ship construction and terminology used to describe the underwater hull appendages and maintenance requirements of Vessels.

**(15.a.) CD-25**

**(15.b.) DRAWINGS, BLUEPRINT READING, REPORT WRITING**

**(15.c.) Contact Hours: 8 Lecture**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

Instruct the trainee in how to read and understand blueprints and properly prepare drawings for reporting purposes. Familiarize the trainee with the preparation of formal reports for submittal to the employer and customer.

**(15.a.) CD-26**

**(15.b.) DIVING LOGS, RECORDS, AND STANDARDS FOR COMMERCIAL DIVING OPERATION**

**(15.c.) Contact Hours: 12 Lecture**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

Instruct the trainee in how to compare and contrast the types and uses of dive logs, records, and reports. Define the differences in standards for commercial diving operations as set forth by the Association of Diving Contractors Consensus Standards, the US Coast Guard, and OSHA.

**(15.a.) CD-27**

**(15.b.) OPERATIONS PLANNING**

**(15.c.) Contact Hours: 12 Lecture**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

Expose the trainee to the successful relationship of diving jobs and operational planning. Demonstrate to the trainee that while the nature of each operation will determine the scope of the planning effort, certain considerations apply to every operation. Trainees shall be made aware of the current Association of Diving Contractors Consensus Standard, OSHA, and US Coast Guard diving operational regulations.

**(15.a.) CD-28**

**(15.b.) MARINE ENGINES AND COMPRESSORS**

**(15.c.) Contact Hours: 16 (6 Lecture/10 Lab)**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

Provide the trainee with fundamental knowledge of the operation, maintenance, and field troubleshooting of diesel engines and low-pressure compressors.

**(15.a.) CD-29**

**(15.b.) JOB SEARCH AND RESUME WRITING**

**(15.c.) Contact Hours: 5 Lecture**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

Provide the student with the knowledge of writing a professional resume focused on the commercial diving and marine construction industry. Dressing appropriately for the work environment, and job interview skills.

**(15.a.) CD-30**

**(15.b.) INTRODUCTION TO TOPSIDE WELDING**

**(15.c.) Contact Hours: 26 Lecture**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

To provide proper training so the student can understand the applications of topside welding, explain the limitations of topside welding in regard to size of project, position, and condition of metals being welded. Students should be able to describe the techniques for topside welding in the flat, vertical, and over-head Position.

**(15.a.) CD-31**

**(15.b.) TOPSIDE WELDING EQUIPMENT**

**(15.c.) Contact Hours: 12 Lab**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

To assist the student to name and describe the functions of the components of topside welding equipment and to describe the safety precautions prescribed for topside welding.

**(15.a.) CD-32**

**(15.b.) OXYGEN-ACETYLENE CUTTING TECHNIQUES**

**(15.c.) Contact Hours: 10 Lecture**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

To describe the basic techniques of oxygen-acetylene cutting. At the conclusion, the student will be able to name and describe the function of each component of oxy-acetylene cutting equipment and the necessary safety precautions.

**(15.a.) CD-33**

**(15.b.) PRACTICAL APPLICATION OF OXYGEN-ACETYLENE METHOD OF CUTTING**

**(15.c.) Contact Hours: 12 Lab**

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

To instruct the student on techniques for cutting various thickness of plate, pipe, and structures employing the oxy-acetylene method.

**(15.a.) CD-34**

**(15.b.) INTRODUCTION TO UNDERWATER CUTTING & WELDING**

**(15.c.) Contact Hours: 24 Lab**

*NOTE: Because of commonalities between topside welding and underwater welding, including basic theory, equipment, and techniques, many hours in the topside welding courses are applicable or supplemental to the Introduction to Underwater Cutting & Welding course.*

**(15.d.) Prerequisites: None**

**(15.e.) Complete Synopsis**

To list and describe the basic equipment used in Oxygen-Arc cutting. At the conclusion, the student will be able to name and describe the function of each component of Oxy-Arc underwater cutting equipment and the necessary safety precautions. To describe the techniques for Oxy-Arc underwater cutting using at least two different types of electrodes (Broco, Arcair, Thermal, Arc Lance, or Kerie Cable). To provide a practical introduction to the techniques for cutting various thickness of plate, pipe, structures, underwater, employing the Oxy-Arc method using at least two different types of electrodes. To list and describe the function of the components of underwater welding equipment and to describe the necessary safety precautions prescribed for welding underwater. To provide practical introduction to welding underwater so the student can understand the applications of underwater welding AND explain the limitations of underwater welding in regard to size of project, position, and condition of metals being welded. Students should be able to describe the techniques for underwater welding in the flat, vertical, and over-head positions.

**End of Commercial Diver Core Program 700 hours 20 weeks**

## **TRAINING SEMINARS:**

### **Intermediate Clinical Hyperbaric Medical Technologist Training**

**Contact Hours: 20 Lecture 20 Lab Total: 40**

**Prerequisite: None**

A program that prepares individuals under the supervision of physicians, to operate hyperbaric (recompression) chambers for the treatment of disease. Includes 20 hours of instruction in patient assessment and management, hyperbaric safety, physics of hyperbaric and hypobaric exposures, physiology, 20 hours of hyperbaric chamber operation, and air decompression procedures. It serves as your prerequisite to your continuing to complete IBUM's requirements to work towards Advanced Hyperbaric Technician (AHT). AHT is considered as "equivalent" in the hyperbaric industry to other certifications with names such as "Specialist" or "Technologist". At the end of the course, you will complete a final exam that is administered by IBUM. Upon successful completion of that exam, you will receive the certification of Intermediate Hyperbaric Technician (IHT). All Reference Materials will be provided. The cost of the seminar is \$995 which includes \$125 test fee to International Board of Undersea Medicine (IBUM).

#### **Additional Information:**

\*This post-graduate Training is separate from the components of the core diving program . Any accreditation and certifications pertaining to the course are listed within the course description.\*

This course is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.

### **Kirby Morgan Technician Training**

**Contact Hours: 24 Lab**

**Prerequisite: Must have been working in the industry for 1 year**

Instructs the trainee how to properly maintain and overhaul Kirby Morgan Diving Helmets in Accordance with the manufactures recommended procedures and specifications. Upon completion, each student will receive a Dive Lab Technician Certification valid for three years for the individual's own equipment and/or the company or affiliate company equipment for which the individual works, as well as equipment belonging to other diving employees of the company as dictated by company policy. All reference materials are provided. The cost of this seminar is \$750.00.

#### **Additional Information:**

\*This post-graduate training is separate from the components of the core diving program . Any accreditation and certifications pertaining to the course are listed within the course description.\*

This course is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.

## **Commercial Dive Medical Technician**

**Contact Hours: 80 (Lecture 20 / Lab 60)**

**Prerequisite: National EMT Certification**

The Diver Medic Course at Professional Diver Training Center is designed to give the necessary knowledge, skills, and abilities to perform as an integral part of the diving team. Commercial divers routinely work in remote locations, often in depths that require days of decompression before they can be transported to the nearest treatment facilities that may be hundreds of miles away. Due to the inherently dangerous work that is done day by day, the industry standard for a designated Diver Medic on all employer-sponsored dives has been established by the USCG and OSHA to provide prompt and adequate treatment of injured divers.

The DMT course is open to firefighters, EMTs, commercial divers, military divers, combat medics and others who qualify. To qualify for certain DMT course certifications, you need to meet the following prerequisites for each category/certifying organization. If you do not meet either category of these prerequisites for the course, you may request an interview with the course director to determine your eligibility to attend the course and receive appropriate certifications.

### **Prerequisite for IBUM (EMT-background):**

1. A copy of an in-date Emergency Medicine training completion certification. Documentation can include any of the following: DOT/NHTSA approved 120 hour training course certificate, current National Registry of EMT or paramedic certification or current State EMT, or higher, licensure/certification card.
2. A "Fitness to Work in a Pressurized Setting" medical certificate. The applicant does not have to be deemed fit to dive. Rather, they should be considered medically fit to pressure-up in a recompression chamber.
3. After completion of the training course has been satisfactory undertaken the DMT can apply to take the DMT certification examination. (Note: There is a \$125 application fee to take the IBUM exam—not included in the above course cost.)

### **Course:**

Week 1 Renew C.P.R., First Aid, O2 and A.E.D. skills. Advanced Diving Medicine Continue the week in classroom.

Week 2 Hands on practice in the recompression chamber. Use training mannequins.

### **This course has been reviewed and jointly sponsored by:**

- The Undersea and Hyperbaric Medical Society (UHMS)
- American College of Continuing Medical Education (AMA/ACCME)
- International Board of Undersea Medicine (IBUM)

### **COST:**

\$1,800.00 for the 10-day full course (includes all textbooks, a Diver Medic Diagnostic Kit, and 80 hours of instruction).

### **Students will comply with all levels of legal, regulatory, and ethical requirements for EMT's and DMT's.**

### **DMT CERTIFICATION :**

On successful completion of this concentration, the graduate is eligible to apply for Diver Medic Technician (DMT) certification through the International Board of Undersea Medicine (IBUM). For certification, the individual must successfully complete the DMT certification examination.

### **Additional Information:**

\*This post-graduate course is separate from the components of the core diving program. Any accreditation and certifications pertaining to the course are listed within the course description.\*

This course is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.

## **(16) GRADING AND MARKING SYSTEM USED**

Students must earn a cumulative average GPA of 2.0 or above to graduate the program.

### **Grade GPA Letter Grade Progress**

<b>Numeric Grade</b>	<b>Grade Points</b>	<b>Letter Grade</b>	<b>Progress</b>
100 – 90	4.0	A	Excellent
89 – 80	3.0	B	Very Good
79 – 70	2.0	C	Satisfactory
69 – 60	1.0	D	Failing
59 & Below	0.0	F	Failing

## **(17) SATISFACTORY PROGRESS AND ACADEMIC PROBATION**

**(17.a.)** All students must maintain a minimum cumulative GPA of 2.0 (C) or higher. Students who fall below the 2.0 (C) GPA will be placed on academic probation. All students must have a 2.0 (C) cumulative GPA or higher in order to graduate from the program. Students will receive written notification of their progress at the end of each week.

**(17.a.1.)** A student who is not making satisfactory progress at the end of an evaluation period will be placed on academic probation for the following evaluation period.

**(17.a.2.)** The school Director of Training will counsel the student placed on probation prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

**(17.b.)** If the student on academic probation achieves a grade point average of at least 2.0 for the probationary evaluation period but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more evaluation period.

**(17.b.1.)** If the student does not achieve overall satisfactory progress by the end of the second probationary period, the student's enrollment will be terminated.

**(17.b.2.)** If a student on academic probation fails to achieve a grade point average of at least 2.0 for the first probationary period, the student's enrollment will be terminated.

**(17.c.)** The enrollment of a student who fails to achieve overall satisfactory progress for the course at the end of two successive evaluation periods will be terminated.

**(17.d.)** Students who complete the program with a cumulative GPA below 2.0 (C) may be ineligible to receive their diploma and certifications.

**(17.d.1.) MITIGATING CIRCUMSTANCES I:**

If at the end of the probation period a student does not meet the 2.0 (C) GPA requirements, the student has the option to appeal to the student services staff (or designee) in writing for a two calendar week extension to allow the student to bring their grade point to the required 2.0 (C) or higher. The student may use this two calendar week extension to retake failed courses.

**(17.d.2.) MITIGATING CIRCUMSTANCES II:**

Any student that has been removed from the program due to unsatisfactory academic progress, and who has not been granted an extension through the mitigating circumstances clause may reapply for re-admission at the start of the next enrollment period. The student must request written approval from the President for re-admittance before being allowed to re-enroll for the program.

**(17.d.3)** Student Academic Progress is evaluated on a monthly basis. Those students eligible for Government Financial Aid must maintain the minimum standards as outlined above in order to remain eligible for funding.

**(17.e.) RE-ENROLLMENT:**

A student whose enrollment was terminated for unsatisfactory progress may reenroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy. A student who returns after termination of enrollment for unsatisfactory progress will be placed on academic probation for the next grading period. The student will be advised of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, the student's enrollment will be terminated.

**(17.f.) PROGRESS REPORTS AND TRANSCRIPTS:**

Students will be informed of module and exam scores and progress by the class instructor. Students may ask for a copy of a progress report (if still enrolled) or their academic transcript (if graduated/no longer enrolled) at any time by contacting the PDTC student services staff (or designee) in writing. Student services staff (or designee) will return the requested progress report within 5 business days after receipt of the written request. Students may also be able to view evaluations and grades posted to an online system which they will be able to access while enrolled. Student records will be maintained for 7 years from date of graduation.

**(17.g.1) INCOMPLETES:**

Due to the structure of the Commercial Diver Program, there would be no possibility of a course being discontinued unless the school has discontinued operations. If a student withdraws and requests an "incomplete" they may return at a later date but must understand that there could be a longer than desired time before they can re-enter the program at the point in which they left. New classes will start every 4-8 weeks, but it may be longer depending at what point in training the student had left. The student is welcome to start at the beginning of any newly starting class if they so desire. The student may not rejoin the class they left due to the structured curriculum if more than 5 days have passed (depending on the point of interruption). If in the first 200 hours the student withdraws it would be in their best interest to start at the beginning of a new class when they return.



**(17.g.2) WITHDRAWAL:**

A student may withdraw at any time for any reason but are subject to the school's refund policy. A student may return if eligible but may be subject to full tuition depending on the duration of their absence.

UNDER TEXAS EDUCATION CODE, SECTION 132.061(f) A STUDENT WHO IS OBLIGATED FOR THE FULL TUITION MAY REQUEST A GRADE OF "INCOMPLETE" IF THE STUDENT WITHDRAWS FOR AN APPROPRIATE REASON UNRELATED TO THE STUDENT'S ACADEMIC STATUS. A STUDENT WHO RECEIVES A GRADE OF INCOMPLETE MAY REENROLL IN THE PROGRAM DURING THE 12-MONTH PERIOD FOLLOWING THE DATE THE STUDENT WITHDRAWS AND COMPLETE THOSE INCOMPLETE SUBJECTS WITHOUT PAYMENT OF ADDITIONAL TUITION FOR THAT PORTION OF THE COURSE OR PROGRAM.

**(17.g.3.) REMEDIAL WORK:**

Students requiring remediation will be given an opportunity to re-test the following Friday at the end of the school day. If a student needs some extra assistance a verbal request can be made to your instructor and time will be allotted for you.

**(17.g.4.) REPEAT COURSES:**

There is only one program offered and all subject matters are structured in a "steppingstone" method of instruction therefore there are no individual courses to repeat.

## **(18.a.) ATTENDANCE POLICY:**

If a student is absent for 10 consecutive school days or more than 20% of the scheduled course time for the course, whichever is less, the student's enrollment in the course will be terminated.

A student whose enrollment was terminated for violation of the attendance policy may not reenroll before the start of the next progress evaluation period. This provision does not circumvent the approved refund policy.

### **(18.a.2.) TARDIES/PARTIAL DAYS OF ABSENCE:**

Tardies of less than 30 minutes will be excused, in excess of 30 minutes will count against total hours attended. Partial days absence will be excused for school related appointments, military drills, and emergencies. Anything other than listed above will count against hours attended.

### **(18.a.3.) MAKE-UP WORK:**

All make up work must be completed in the subject the student missed and meet the following:

No more than 5% of the total course time hours for a course may be made up. Make-up work shall:

- (1) be supervised by an instructor approved for the class being made up;
- (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- (3) be completed within two weeks of the end of the grading period during which the absence occurred;
- (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
- (5) be signed and dated by the student to acknowledge the make-up session.

#### **(18.a.4.) LEAVES OF ABSENCE POLICY:**

The school Director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period and may be on leave of absence no more than 60 calendar days during that 12-month calendar period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file. A student's enrollment in the course will be terminated if the student fails to return as scheduled from an approved leave of absence.

### **(19) SCHOOL POLICY REGARDING STUDENT CONDUCT**

#### **(19.a) CAUSES FOR TERMINATION:**

Students may be terminated from the program for failure to follow the rules, policies and procedures set forth in this course catalog. Reasons for termination include, but are not limited to, lack of attendance, unsatisfactory academic progress, drug policy violations, personal conduct violations while on the PDTC campus, and/or failure to pay your tuition charges as agreed in your enrollment documents.

#### **(19.b) CAUSES FOR READMISSION:**

To re-enroll into the program you are no longer attending, for any reason, you must request re-enrollment in writing to Student Services, and go through the admissions process to verify that you are still eligible for the program you wish to re-enter.

### **(20) REQUIREMENTS FOR GRADUATION**

At a minimum, for graduates to practice in the Commercial Diving industry, the graduate must possess an Entry Level Diver/Tender card per the industry standards as set by the American National Standards Institute (ANSI) training standards and the Association of Diving Contractors International (ADCI). PDTC provides this card to the student after the graduate has met or exceeded the minimum training requirements of ANSI/ACDE-01-2015. ADCI issues the Entry Level Diver/Tender card in the student's name which will be presented to each graduating student. Advancement opportunities in the industry may be found in the ADCI Consensus Standards for Commercial Diving and Underwater Operations .

#### **(20.a.) GRADUATION REQUIREMENT POLICY:**

For a student to be considered to have successfully completed the Professional Diver Training Center's Commercial Diver Program and be awarded a certificate of completion the following must be completed:

- No more than 24 missed class hours
- Demonstrated proficiency in class exercises and tests through maintenance of a minimum 2.0 GPA
- Payment of all outstanding tuition and fees.

#### **(20.b.) N/A**

**(20.c.) N/A**

## **(21) SCHOOL PLACEMENT ASSISTANCE POLICY**

PDTC is owned and operated by professionals who have collectively worked in the commercial diving industry for over 120 years, we have a unique perspective on the talents needed to be a successful diver in the industry. We offer job placement assistance to our students during and after their completion of the program. Any student interested in job placement assistance should contact student services staff (or designee) for information. PDTC does not guarantee job placement.

## **(22) POLICIES/PROCEDURES TO RESOLVE STUDENT GRIEVANCES/COMPLAINTS**

PDTC wants students to have a positive experience in which their grievances can be expressed openly and honestly. PDTC is committed to promptly address student grievances, both academic and non-academic. Student grievance is taken seriously and will be responded to by the school in writing within ten business days of receipt of a registered grievance. To register a grievance, the student must write a formal letter detailing the issue and address the grievance to the student services staff (or designee). The grievance may be difficult to resolve without enough detail to allow the school to adequately understand and respond to the grievance. The grievance will be reviewed by the student services staff (or designee), who will acknowledge receipt of the grievance and establish a file for the grievance within ten business days. The file will be kept separate from student academic records. The student services staff (or designee) may schedule a meeting with the student to discuss the grievance. The student services staff (or designee) will help the student in resolving the grievance. If unable to address the grievance immediately because of policy or procedural requirements, the student services staff (or designees) will assist the student in directing the grievance to the appropriate school official or office better able to address the matter. Records of grievances and their resolutions are maintained by the student services staff.

### **GRIEVANCE PROCEDURE STEPS:**

1. Student submits a grievance by writing a formal letter detailing the issue within thirty calendar days of the occurrence.
2. The grievance is acknowledged within ten business days and reviewed by the director of education.
3. The student services staff (or designee) will help the student in resolving the grievance.

### **GRIEVANCE APPEALS:**

A student may submit a written appeal any time the student believes a grievance was not resolved or when the student believes an inappropriate decision and/or discipline has been administered. All appeals must be submitted in writing within five business days after the initial decision and/or discipline to the student services staff (or designee). The student services staff (or designee) will respond within ten business days. The student services staff (or designee) may uphold, lessen, dismiss, or alter a decision and/or discipline as a result of the appeal. If the student is not satisfied with the decision of the appeal, a second written appeal may be submitted to the Director of Education within five business days of any decision made after a first grievance appeal. The Director of Education will respond within thirty business days and may uphold, lessen,

dismiss, or alter a decision and/or discipline. The decision of the Director of Education is final. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the **Texas Workforce Commission Career Schools and Colleges, TWC-Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas, 78778-0001; fax it to (512) 936-3111; or email it to [www.career.schools@twc.state.tx.us](mailto:www.career.schools@twc.state.tx.us)**. If you wish to confirm receipt, please phone (512) 936-6959 . <https://www.twc.texas.gov/files/jobseekers/csc-401a-student-complaint-form-twc.pdf>. Any appeal must follow the proper step-by-step line of appeal for decisions and/or disciplinary actions. Failing to follow the correct sequential line of appeal will invalidate any other appeals. Records of student appeals and their resolutions are maintained by the student services staff (or designee).

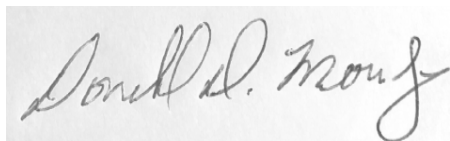
### **Grievance Appeal Procedure Steps:**

1. Student submits an appeal within five business days of the initial grievance decision
2. The student services staff (or designee) will respond within ten business days and may uphold, lessen, dismiss, or alter a decision and/or discipline.
3. If the student is not satisfied, a second written appeal may be submitted to the Director of Education within five business days.
4. The Director of Education will respond within thirty business days and may uphold, lessen, dismiss, or alter a decision and/or discipline. The decision of the Director of Education is final.
5. If the complaint cannot be resolved after following the grievance and appeal procedure, the student may file a complaint with the:

**Texas Workforce Commission  
Career Schools and Colleges, Room 226T  
101 East 15<sup>th</sup> Street  
Austin, Texas 78778-0001  
Phone: (512) 936-6959  
<http://csc.twc.state.tx.us/>**

## **(23) TRUE AND CORRECT STATEMENT**

**I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.**



**SIGNED BY DIRECTOR OR OWNER**

## **SEXUAL HARASSMENT POLICY:**

Professional Diver Training Center is a safe environment in which all employees and students are treated with courtesy, dignity, and respect. Every student, instructor and employee has the right to a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment as defined and otherwise prohibited by state and federal law. Sexual harassment in any form will not be tolerated. Violations of the Sexual Harassment Policy will result in disciplinary action up to and including termination of employees, and in sanctions up to and including suspension from the program for students.

## **DEFINITION OF SEXUAL HARASSMENT:**

Sexual harassment is unsolicited and unwelcomed sexual advances, requests for sexual favors, and other verbal, physical or visual conduct of a sexual nature that occurs under any of these circumstances:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education.
- Submission to or rejection of such conduct by an employee or student is used as a basis for employment or academic decisions affecting the employee or student.
- The conduct has the purpose or effect of unreasonably interfering with a person's work performance or otherwise creates an intimidating, hostile or offensive work or academic performance. See 29 C.F.R. 1604.11.

## **EXAMPLES OF CONDUCT THAT MAY CONSTITUTE SEXUAL HARASSMENT:**

It shall be a violation of PDTC's Sexual Harassment Policy for any employee, student, or visitor to:

- Make unwanted sexual advances to another student, employee, or campus visitor, including direct or indirect pressure for dates or sexual favors.
- Make requests for sexual favors, whether or not accompanied by promises or threats regarding the employment or academic relationship, including salary, promotion, benefits, duties, grades, assignments, recommendations or any other personal or academic decisions.
- Engage in verbal or physical conduct of an implicit or explicit sexual nature that either has the purpose or effect of substantially interfering with an employee's ability to do his or her job or a student's ability to learn or participate in a class; or creates an intimidating, hostile, or offensive work or academic environment.
- Commit any act of sexual assault or public sexual indecency against any employee or student whether on campus or in connection with any PDTC sponsored activity.

- Continue to express sexual interest in another employee, student, or campus visitor after being informed that the interest is unwelcome. (This includes relationships that began as reciprocal attractions, but later ceased to reciprocate.)
- Engage in other sexually harassing conduct in the workplace or academic environment, whether physical, verbal, or visual, included but not limited to:
  - Commentary about a person's body or body parts
  - Sexually degrading words to describe a person
  - Sexually offensive comments, suggestive language, jokes, innuendoes, sexually suggestive books, magazines, photographs, cartoons, or pictures
  - Pinching, patting, or touching
  - Leering or gawking
  - Reprisals or threats after negative response to sexual advances.
  - Harassment consistently targeted at only one gender, even if the context of the abusive conduct is not sexual.

## **RESPONSIBILITY:**

This policy covers all students, staff, instructors, and visitors on the PDTC campus. All persons covered under this policy must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work and in the academic environment. Every person at PDTC is responsible for ensuring the campus is free from sexual harassment. Employees and students are encouraged to inform their offenders of their offensive behavior, and to report violations of this policy immediately.

Any person covered by this policy, who makes a false accusation of sexual harassment, is subject to disciplinary action.

## **SEXUAL HARASSMENT REPORTING PROCEDURE:**

### **STUDENTS:**

Students who experience sexual harassment during their enrollment at Professional Diver Training Center by another student, employee or campus visitor must report it to the President or Vice President. If the student feels uncomfortable reporting this issue to the President or Vice President, they should report it to the Head of Student Services.

### **EMPLOYEES:**

Any PDTC's employee who feels they have experienced sexual harassment at work by a co-worker, student or campus visitor must report the incident directly to their supervisor. If the employee is uncomfortable in dealing with their supervisor, they should report the issue to the President/Chief Administrator or other Director.

**GENERAL PROCEDURES:**

Any person who feels they are being sexually harassed should notify the harasser that such behavior is unacceptable. If the harasser continues the unwanted behavior, the harassed should maintain a record of each incident, with as much detail as possible, to help document with violation. All reports of sexual harassment must be submitted in writing by either the victim or the person receiving the complaint. Reports of sexual harassment should be communicated to the appropriate person, and ultimately to the President . Students/Staff/Instructors are encouraged to report acts of sexual harassment promptly, so that appropriate action may be taken.

**INVESTIGATING THE COMPLAINT:**

Professional Diver Training Center will investigate all complaints within 5 business days. When the investigation leads to a confirmation of sexual harassment, appropriate action will be taken. All persons involved will maintain confidentiality during the investigation procedures, as required by law.

**PROTECTION AGAINST RETALIATION:**

Any acts of retaliation for an employee/student filing a sexual harassment charge are strictly against policy. Professional Diver Training Center will take appropriate action, up to and including employment termination or academic dismissal, if evidence of retaliation is found.

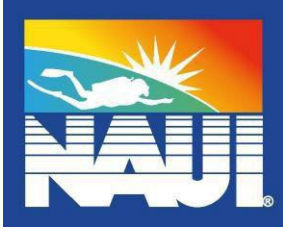
**VIOLATIONS OF LAW:**

Any employee or student may be accountable for sexual harassment under applicable local, state, or federal law. PDTC will hold its investigation concurrently while local authorities conduct their investigation and will not be subject to challenge on grounds that court charges involving the same incident have been dismissed or reduced.

**NON-DISCRIMINATION POLICY:**

PDTC prohibits discrimination against and harassment of any student because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law. All personnel who are responsible for the implementation of educational programs or activities are charged to support this effort and to respond promptly and appropriately to any concerns that are brought to their attention.





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*This catalog, with its programs, policies, and requirements represents an official publication of the Professional Diver Training Center. Students enrolling in the school are subject to these provisions and are required to read this catalog entirely and thoroughly. Failure to read this catalog does not excuse students from the requirement of adhering to all the rules, regulations and policies contained in this catalog.*

Certified as True and Correct in Content and Policy

School Officials Signature Effective date: June 01, 2021

