



COMMERCIAL DIVERS INTERNATIONAL

4055 S. SARIVAL AVE, GOODYEAR, AZ. 85338
PHONE: 623-882-DIVE (3483)
www.divecdi.com

COMMERCIAL DIVER TRAINING PROGRAM



VOLUME 3

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Table of Contents

I. BOARD OF DIRECTORS, ADMINISTRATION, AND INSTRUCTORS	2
II. LOCATION & FACILITIES.....	3
III. WHY CHOOSE COMMERCIAL DIVERS INTERNATIONAL	4
IV. CAREER OPPORTUNITIES FOR COMMERCIAL DIVERS	5
V. PROGRAM CURRICULUM	6
VI. APPLICATION PROCEDURES	11
VII. ADMISSION REQUIREMENTS	12
VIII. STUDENT SERVICES.....	13
IX. TUITION, COSTS, BOOKS & SUPPLIES	15
X. CANCELLATION AND REFUND POLICY	16
XI. ACADEMIC POLICIES, PROCEDURES, AND STANDARDS.....	18
XII. CLASS SCHEDULES & HOLIDAYS	25
XIII. CAMPUS TOURS.....	25

This catalog, with its programs, policies and requirements represents an official publication of the Commercial Divers International School. Students enrolling in the School are subject to these provisions and are required to read this catalog completely and fully. 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. Volume 3 Published by CDI September 6, 2017.

I. BOARD OF DIRECTORS, ADMINISTRATION, AND INSTRUCTORS

BOARD OF DIRECTORS

Gina Phillips

Board Chairman

Gina Phillips has been in the marine industry for over 16 years, as a Corporate Officer of RPM, Inc., a Marine Underwater Construction Corporation.

Richard Phillips

President

Richard Phillips has been in the Marine Construction and Commercial Diving industry for over 25 years. Over the span of his career, Richard has worked nationwide in offshore diving operations providing necessary repairs after hurricane Andrew, and inland diving operations with 8 US Army Corp of Engineers districts, and 5 US Coast Guard districts. Richard has been the president and owner of a highly successful commercial diving company for the last 16 years focused on commercial diving projects focused primarily in Alaska, Washington, Oregon, California, and numerous inland projects throughout the nation, and the Virgin Islands.

ADMINISTRATION

Donald Moore

Director, Education

Donald Moore served 20 years in the US Navy as a Diver Chief Petty Officer conducting diving and salvage operations, including waterborne repairs on surface and sub-surface US Naval vessels. 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. In 2004 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. 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 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.

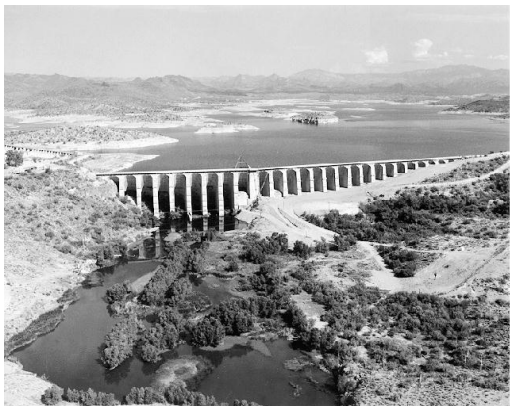
INSTRUCTORS

Donald D. Moore
Richard W. Phillips
Michael Hardgraves

II. LOCATION & FACILITIES



CDI's 2.8 acre campus is located in Goodyear, AZ; 24 miles west of Downtown Phoenix along I-10. The CDI facility uses industry standard technology, three 21,000 gallon training tanks, a penetration tank for underwater pipe inspection & repair training, topside/underwater welding equipment, decompression chambers, and classrooms designed to exceed the strict requirements set by the American National Standards Institute (ANSI) for commercial diver training. Open water diving education is performed at Lake Pleasant using real world environmental conditions.



Old Waddell Dam - Submerged in Lake Pleasant, Arizona, 40 miles from CDI.



III. WHY CHOOSE COMMERCIAL DIVERS INTERNATIONAL



CDI is located in Goodyear, Arizona, where housing costs are some of the best in the nation. In addition to the prime location of the school, with regards to entertainment: baseball, NASCAR, and premium concert events, we offer every student the opportunity to dive in open water at the Old Waddell Dam. This submerged dam presents students with a unique and rare open water dive that simulates real world diving conditions, which simply can't be matched by other dive schools.

In addition, CDI is owned and operated by a team of professionals that have been in the commercial dive industry for a combination of over 40 years. Our curriculum was designed by a team of highly experienced divers/supervisors that include Commercial Divers who hold the highest certifications obtainable in the industry. Because of this, the CDI team is uniquely qualified to train divers for jobs in this field. We know what employers are looking for, and we know how to train you to be the best in the industry.

Located on 2.8 acres in Goodyear, AZ, the CDI facility uses state of the art technology and boasts three 21,000 gallon training tanks, a penetration tank for underwater pipe inspection & repair training, topside and underwater welding equipment, decompression chambers, and classrooms designed to exceed the strict requirements set by the American National Standards Institute (ANSI) for commercial diver training. Open water diving education is performed at Lake Pleasant using real world environmental conditions.

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

IV. CAREER OPPORTUNITIES FOR COMMERCIAL DIVERS



Commercial Diver Job Description:

Work below surface of water, to inspect, repair, remove, or install equipment and structures. May use a variety of power and hand tools, such as drills, sledgehammers, torches, and welding equipment. May conduct tests or experiments, rig explosives, or photograph structures or marine life.

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 difficult work schedules, working long hours with not many days off. The divers live on oil platforms or vessels for long periods of time. Many do not work year-round; due do the seasonal flow of work done offshore.

Inland Diver: Inland divers work on inland projects. Working 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.

HAZMAT Divers: HAZMAT divers are considered highly skilled and experienced divers who work under dangerous conditions. They have to work under special circumstances due to the dangerous material they dive in, such as pollution and chemicals, as well as the very dangerous sewer diving. HAZMAT divers must take precautionary measures to deal with the threat of contamination.

Nuclear Divers: Nuclear divers work under conditions much like HAZMAT divers. Different precautionary measures are taken to prevent the exposure of radiation. They may use a cold water suit to prevent heat stress from contaminated areas.

Scientific Divers: Scientific divers study scientific data found underwater. They are scientists as much as they are divers, trained in both professions. The work is done both offshore and inland.

Media Divers: Media divers work in underwater filming and photography. They are trained camera operators who mostly cover projects meant for television documentaries and movies.

Police Divers: Police divers assist in police investigations where a diver is need to recover something underwater.

V. PROGRAM CURRICULUM

Program: Complete Commercial Diver (28 week program)

Delivery: Classroom, Lab, and Open Water

Introduction Courses:

- **Orientation, Facility Tour, and Rules (4 hours)**
 - Provides the student with an understanding of facility rules, processes, and layout.
- **Complete Physicals, Housing Issues and Other Administrative Tasks (8 hours)**
 - Allows students who have not completed physical examinations prior to arriving to school to complete the required examination.
 - Allows time for students to finalize housing accommodations.
 - Allows students to finalize missing or incomplete paperwork prior to the commencement of classes.

Courses:

- **CPR and 1ST Aid Certification (16 hours)**
 - Provides the student with basic understanding of the first-aid measures appropriate to common diving and industrial accidents/illnesses.
 - Meets and exceeds the minimum standards as set forth by the American Red Cross or equivalent first-aid and CPR training requirements.
- **Diving Physics (13 hours)**
 - Provides the student with an understanding of the physics of air and water pressure applicable to diving.
- **Diving Formulas (13 hours)**
 - Familiarize the student with diving physics formulas.
 - Provide practical experience using diving physics formulas.
- **Anatomy and Physiology Related to Diving (18 hours)**
 - Describes the anatomy and physiology of the circulatory and respiratory systems of the human body.
 - Educates the student on the effects of pressure and changes of pressure on the human body.
 - Provides the student with a better understanding of the process and what happens when ambient pressure is increased or decreased.
- **Diving Injuries and Psychological Effects (12 hours)**
 - To familiarize the student with various types of diseases and injuries that occurs with diving.

- **Treatment of Diver's Illness and Injuries (30 hours)**
 - To educate the student in the use of tables for treatment of arterial gas embolism, decompression sickness, and omitted decompression.
 - To impress upon the student the importance of selection of the proper treatment table.
 - Provides the student with practical experience in the selection and use of the treatment tables.

- **Air Decompression Tables and Procedures (30 hours)**
 - Familiarize the student with the various methods of decompression.
 - Provide the student with experience in the practical application of decompression tables.

- **Hyperbaric Chamber and Associated Equipment (16 hours)**
 - Provides the student with knowledge of the characteristics of the chamber and the procedures for operating the chamber.

- **Diving Logs and Records (12 hours)**
 - Compares and contrasts the types and uses of dive logs, records, and reports.
 - Defines 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.

- **Chamber Operations (44 hours)**
 - Provides the student with practice in the operational procedures of a hyperbaric chamber and simulating the treatment of diving injuries.
 - Develops skills in proper decompression and recompression operations.

- **Operational Planning (12 hours)**
 - Exposes the student to the successful relationship of diving jobs and operational planning.
 - Demonstrates to the student that while the nature of each operation will determine the scope of the planning effort, certain considerations apply to every operation.
 - Students will be made aware of the current Association of Diving Contractors Consensus Standard, OSHA and US Coast Guard, diving operational regulations.

- **Seamanship and Rigging Fundamentals (25 hours)**
 - Provides the student with a knowledge of the construction, use, and care of fiber, synthetic, and wire rope.
 - Familiarizes the student with the purpose and use of splices in fiber and wire rope.
 - Instructs the student in the purpose and use of terminal fittings on wire rope.
 - Introduces the student to the applicable sections of the American Petroleum Institute.

- **Practical Seamanship and Rigging (60 hours)**
 - Provides the student with practice in the application of seamanship and rigging.

- **Environmental Hazards of Diving (12 hours)**
 - Provides the student with the knowledge of the environmental hazards the diver may encounter.

- **Noxious Gases and Enclosed Spaces (2 hours)**
 - Provides the student with knowledge of the noxious gases encountered in diving operations.
 - Introduces the student to various instruments used to detect noxious gases.
 - Familiarizes the student with precautions necessary to avoid accidents from noxious gases.

- **Lightweight Diving Equipment Function and Nomenclature (24 hours)**
 - Familiarizes the student with the nomenclature, function, and operation of lightweight diving equipment, masks, and helmets.
 - Instructs the student with proper procedures for checking, testing, and maintaining lightweight diving equipment.
 - Instills the student with a sense of confidence and trust in the equipment.
 - Instructs the student in the use of bail-out systems and other safety procedures.
 - Familiarizes the student with using lightweight underwater tools.

- **Maintenance of Diver's Umbilical (12 hours)**
 - Instructs the student with the proper method for making, maintaining, and testing a dive hose.
 - Provides practice for the student in making and testing a dive hose.

- **Lightweight Diving Procedures and Techniques (40 hours)**
 - Instructs the student in the operational use of lightweight diving equipment, tools, procedures, and safety considerations.
 - Develops the student's confidence in lightweight equipment and in lightweight diving.
 - Develops the student's skills in the proper way of entering the water using hose signals and other means of communication, and accomplishing different tasks, using lightweight diving equipment.
 - Instructs students in the proper use of procedural manuals and emergency procedures.

- **Tank Dives (16 hours)**
 - Instructs the student in the operational use of lightweight diving equipment, tools, procedures, and safety considerations using hands-on underwater training.

- **Tank Dives (U/W Tools) (24 hours)**
 - Instructs the student in the operational use of lightweight diving equipment, tools, procedures, and safety considerations using hands-on underwater training.

- **Topside Welding Equipment (12 hours)**
 - 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.

- **Oxygen Acetylene Cutting Techniques (10 hours)**
 - 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.

- **Intro to Topside Welding (26 hours)**
 - 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 will be able to describe the techniques for topside welding in the flat, vertical, and over-head positions.

- **Practical Application of Oxygen- Acetylene Method of Cutting (12 hours)**
 - Because of commonalities between topside welding and underwater welding, including basic theory, equipment, and techniques, many hours in the topside welding courses is applicable or supplemental to the Introduction to Underwater Cutting & Welding course.
 - 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 thicknesses of plate, pip & 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 a 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 will be able to describe the techniques for underwater welding in the flat, vertical, and over-head positions.

- **U/W Cutting and Welding Tank Dives (24 hours)**
 - Practical application of underwater welding and cutting using hands-on underwater training.

- **Drawing & Blue Print Reading and Report Writing (8 hours)**
 - Instructs the student how to read and understand blueprints and properly prepare drawings for reporting purposes.
 - Familiarizes the student with preparation of formal reports for submittal to the employer and customer.

- **Intro to Mixed Gas Diving (30 hours)**
 - To provide the student with a basic understanding of mixed-gas diving techniques and procedures.

- **Marine Engines and Compressors (16 hours)**
 - To provide the student with fundamental knowledge of the operation, maintenance, and field troubleshooting of diesel engines and low pressure compressors.
- **Industrial and Offshore Safety (6 hours)**
 - Familiarizes the student with federal, state, and ADC requirements for diving operations.
 - Provides the student with instruction in industrial and offshore safety.
 - Provides the student with basic crane safety training.
- **Hot Water Systems (2 hours)**
 - To list the terms associated with diver's hot water systems and the problems associated with the effects of cold.
 - To provide practical experience in the setup, operation, shut down, and maintenance of diver's hot water systems.
- **Self-Contained Underwater Breathing Apparatus [SCUBA] (28 hours)**
 - Open water training and certification course module.
- **Open Water Air Dives (49 hours)**
 - Practical application of mixed gas diving in open-water.
- **Resume Writing and Job Search (5 hours)**
 - Provides the student with the knowledge of writing a professional resume focused on the commercial diving and marine construction industries, dressing appropriately for the work environment, and job interview skills.
 - Computer Lab with Internet access provided for job searching and resume projects.

CDI Commercial Diver Program Summary:

Total Program Hours: **671**

SCUBA Hours: **28**

Resume Writing: **5**

Total Length: **28 weeks**

Industry Certifications Provided on Graduation:

CDI training hours: 671

- 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).
- First Aid, CPR, Oxygen Provider, and A.E.D Certifications
- National Association of Underwater Instructors (NAUI) Open Water SCUBA Certification

Requirements for Graduates to Practice as a Commercial Diver:

At a minimum, for graduates to practice in the Commercial Diving industry the graduate must possess an Entry Level Diver/Tender card in accordance with the American National Standards Institute (ANSI) training standards and the Association of Diving Contractors International (ADCI). This card is provided by CDI to the student after the graduate has met or exceeded the minimum training requirements of ANSI/ACED-01-2009. The ADCI will issue the Entry Level Diver/Tender card in the student's name which will be distributed to each graduating student by CDI.

VI. APPLICATION PROCEDURES

Students who wish to enroll in the Commercial Diver Training Course at CDI must submit the following to the Admissions Office before attending class:

- Completed Application for Enrollment
- Completed ADCI Hyperbaric Physical or Acknowledgment of Physical Requirement
- Proof of High School Diploma, GED Certificate, or equivalent
- Admission/Registration Fee of \$150

Once you are accepted into the Commercial Diver Training Course at CDI, you will receive a written acceptance letter, which will include your class start days/times. You will also receive important 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, preferably prior to attending class. Some health insurance plans may cover the cost of this physical, please check with your provider.

VII. ADMISSION REQUIREMENTS

Age:

All prospective students must be at least 17 years of age before starting a program at CDI.

Education Requirements:

Students are required to provide documentation proving graduation from a qualified high school, GED program, or equivalent.

In addition to a high school diploma or GED, students must be proficient in written and oral English, basic mathematics including algebra, and mechanical skills. Proficiency in these abilities will be examined using an assessment test. All applicants must also be competent swimmers.

Credit for Previous Education or Training:

The school does not accept credit for previous education, training, work experience (experimental learning, work, life experience, or CLEP).

Diving Physical:

All students must pass an ADCI Diving Physical performed by a qualified, licensed physician. CDI works with a physician knowledgeable in diving medicine located in Peoria, AZ, or we can help you locate another physician nearby if you are not in the Phoenix area. Any physician can complete the physical, though doctors who are unfamiliar with diving medicine may not be willing to perform and sign off on the exam. The approximate cost of the exam is \$500, and must be completed prior to any hyperbaric exposure required in the CDI program (chamber exercises, diving, etc.). Failure to complete the physical will result in exclusion from class activities and may require the student to withdraw/defer enrollment until it has been completed.

It is recommended that students complete the physical prior to the beginning of classes, especially if they have a medical history that may preclude them from diving (chronic breathing disorders, bone/blood diseases, etc.). Students who do not have a physical completed upon enrollment must sign an acknowledgement form detailing how and when it will/must be completed. While completion of the physical is not a required condition of enrollment, if a student chooses to enroll and begin classes but is then declared unfit for diving, the student will be given the option to defer enrollment or receive a refund for any tuition costs paid in accordance with the CDI refund policy. CDI does not collect payment for Diving Physicals, is not responsible for the outcome of any diving physical, and cannot issue a refund to any student for the cost of the Physical and any associated testing costs.

Drug Screening:

Drug Screening is not a required condition of enrollment, however, due to the nature of our program and the importance of safety for all involved, students may be required to pass a drug test at any point in their attendance of CDI. Students found to test positive for non-prescribed controlled substances may be required to defer enrollment until they are able to pass a subsequent drug screening, or revoked from the program after repeated offenses and/or when substantial injury, damage to property, or endangerment of the safety of others occurs while the student is under the influence of drugs or alcohol.

Payment Arrangements:

Students are required to make satisfactory payment arrangements to pay for the program tuition at CDI before beginning classes. Satisfactory payment arrangements include private education loans, payment plans, outside assistance, or personal check, cash, money order or credit card.

We work with third party financing companies and offer in-house financing as well. Arrangements are available in nearly all cases, regardless of credit. A credit check will be performed to determine the appropriate terms, and a co-signer is recommended. Please contact admissions staff (or designee) with any questions. You will be given a chance to review and evaluate all payment arrangements in detail prior to signing your enrollment agreement.

Admission/Registration Fee:

The admission/registration fee of \$150 is non-refundable and required to be paid upon the completion of the enrollment agreement in order to secure a spot in any class. Students who enroll in a specified program start date and pay the admission/registration fee may switch to another start date without paying an additional admission/registration fee. If tuition or other expenses besides the admission/registration fee increase between the agreed upon program start date and the modified start date, the student is still liable for any additional costs. If a schedule is specified in a student's signed enrollment agreement and CDI must change meeting times or the start date, the student is entitled to a full refund of the admission/registration fee if they cannot accommodate the change.

VIII. STUDENT SERVICES

Job Placement Assistance:

Because CDI is owned and operated by people who have worked in the commercial diving industry for over 15 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. *CDI does not guarantee job placement.*

Student ID Cards:

Student ID cards are issued to all students. A replacement fee of \$15 will be assessed for lost cards.

Housing:

CDI has compiled a list of apartments and other living arrangements in the area surrounding the city of Goodyear. Many are reasonably priced, and within a few miles driving distance. Please contact student services staff (or designee) for a list of apartments and apartment location services.

Veterans Discount:

We offer a \$1000 discount on tuition to military veterans. To qualify, you must provide proof of your discharge from active military service. Please contact admissions staff (or designee) for details.

Financial Assistance:

Conventional Financing

Conventional tuition financing is available to all students regardless of credit score, though better credit histories will allow for better interest rates. CDI has partnered with Education Loan Source to provide tuition loan packages that provide interest only payments while attending school. Please contact our admissions staff (or designee) for complete details. Students who have their loans defaulted due to non-payment are subject to dismissal from the program if an alternative funding for the tuition cost cannot be found within 10 business days of CDI being notified that the original loan has been cancelled.

In-House Financing

We offer in-house financing to credit qualified students for tuition only. Financing cannot be used to pay for the application fee, school supplies, or equipment required for the program.

Payments may be split into a maximum of 7 equal payments. The first payment is always required prior to the student attending class.

If you require in-house financing please schedule a time to meet with admissions staff (or designee) as early as possible. A credit check will be required, and a co-signer is highly recommended.

Parking:

Parking is available on the CDI campus free of charge. Additional street parking is also available on Eddie Albert Way at no cost.

Students are not permitted to leave vehicles in the CDI parking lot overnight.

IX. TUITION, COSTS, BOOKS & SUPPLIES

Tuition:

Tuition	\$24,500
Administration/registration fee	\$150
Total tuition and fees	\$24,650

Additional Student Expenses:

Books	\$235
Safety, welding, and diving gear	\$1,500
ADCI diving physical exam	\$500
Total student expenses	\$2,235

Non-refundable Supplies and Fees:

Books	\$235
Safety, welding, and diving gear	\$1,500
ADCI diving physical exam	\$500
Administration/registration fee	\$150
	\$2,385

See Section VII (Admission Requirements) for more information about the Admission/registration fee and the hyperbaric physical.

Required Safety, Diving, and Welding Gear (estimated costs):

Life vest, hard hat, safety gloves, hearing protection and safety glasses	
Wetsuit, diver boots, diver gloves, knife, dive light, diving hood	
Mask, fins, snorkel	
Slag hammer, wire brush, welding gloves	\$1,500 (total estimated gear cost)

CDI may have gear packages available for student purchase or can refer students to third party sources to purchase gear. All gear may be purchased from any source, or any gear listed here owned by a student and in satisfactory condition may be used in the program. Lack of appropriate gear during training may result in exclusion of participation for the day. Consult the admissions staff (or designee) if you have any questions.

Books:

CDI does not sell textbooks and students are not required to purchase any books to complete the program. Each student will be given a personal tablet computer at no additional cost enabling them to access and download any student materials while at the facility, then review them at home. Students are also given one blank ADCI Commercial Diver Log Book to record their dives. If either the tablet or ADCI Log Book are lost by the student, the student is responsible for replacing it at their own cost.

The primary text for the program is the US Navy Diving Manual (Revision 7). This text is distributed for free online, or printed copies are available for sale from third party sources. The listed cost of \$235 is an estimate of the cost of a printed copy of the USN Diving Manual and other references which may be

useful for students, though students will be provided all program materials electronically at no additional cost.

X. CANCELLATION AND REFUND POLICY

If for any reason an applicant is denied admission by CDI after the completed enrollment agreement has been reviewed by the admissions staff (or designee), the applicant is entitled to a refund of all monies paid directly to CDI, which would include only the \$150 administration/registration fee. No refund of the admission/registration fee is available to students who are accepted by CDI and attend classes if the refund has not been requested three business days after completing the enrollment agreement.

Three-Day Cancellation: An applicant who provides written notice of cancellation within 3 business days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 calendar days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three business days after signing an enrollment agreement and making the initial payment, but prior to the first date of classes in the agreed upon CDI program, is entitled to a refund of all monies paid (minus the admission/registration fee of \$150).

Refund after the commencement of classes:

1. Procedures for withdrawal/withdrawal date:

- a. A student choosing to withdraw from CDI after the commencement of classes is to provide written notice to the student services staff (or designee). The notice is to indicate the expected last date of attendance and be signed and dated by the student.
- b. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
- c. A student will be determined to be withdrawn for the institution if the student has not attended any class for 30 consecutive class days.
- d. All refunds will be issued within 30 calendar days of the determination of the withdrawal date.

2. Tuition Charges/refunds:

- a. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition (minus the admission/registration fee of \$150).
- b. After the commencement of classes, the tuition refund (minus the admission/registration fee of \$150) amount shall be determined as follows:

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No refund

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

Refunds will be issued within 30 calendar days of the date of student notification, or date of school determination (withdrawal due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 class days of the date the student was scheduled to return from the LOA and did not return.

Non-refundable Supplies and Fees:

Books	\$235
Safety, diving, and welding gear	\$1,500
ADCI diving physical exam	\$500
Administration/registration fee	\$150
	<hr/>
	\$2,385

The items listed above which students should expect to purchase during their enrollment at CDI are typically non-refundable.

CDI does not sell textbooks and will not refund students for textbooks purchased elsewhere. Students cannot return the provided tablet computer and/or ADCI Log Book (which are provided at no additional cost to all students) to CDI for any sort of "credit".

Safety and diving gear purchased from CDI cannot be returned for a refund after it has been used. Items may be exchanged or refunded at the discretion of the admissions staff (or designee) if they have been unused or found to be defective. CDI will not refund any dive gear or safety gear purchased from third parties under any circumstances.

CDI does not collect payment for the ADCI Diving Physical Exam and will not refund the cost any physical exam under any circumstances. See "Diving Physical" under Section VII. Admission Requirements for more information.

The Admission/Registration Fee is only refundable in certain situations; see "Admission/Registration Fee" under Section VII. Admission Requirements, and Section X. Cancellation and Refund Policy for more information.

Holder in Due Course Statement:

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

XI. ACADEMIC POLICIES, PROCEDURES, AND STANDARDS

CDI holds our students to a high standard, and we provide the training needed to perform in the commercial diving industry. We expect our students to perform at the highest level in all areas of the field, both physically and mentally.

Cell Phone Policy:

Cell phones are permitted on campus, but cell phones are not permitted in any dive station area or in the classroom. Cell phones are to be turned off while on campus.

- If a student needs to be reached for an emergency, he or she can direct calls to the main office:(623)882-DIVE (3483)
- An administrator will forward the message to the student promptly.
- Students may use their phones during lunch and breaks.

Leave of Absence Policy:

If an emergency arises, and a student needs to request a Leave of Absence, the student must request a LOA form from the admissions staff (or designee). Only one leave of absence is allowed per student for the duration of the program. The maximum time allowed for a leave of absence is 15 class days. Any student who is on an authorized Leave of Absence, but does not return to class on the scheduled return date will be withdrawn on the date the student was scheduled to return from the Leave but failed to do so.

When a student returns from a leave of absence the student will be required to make up all assignments missed during their leave. The missed work makeup timeframe is 1 day per day of a leave of absence. Failure to complete the missing work in the allotted time may result in unsatisfactory academic progress (see Satisfactory Academic Progress Policy).

To re-enter the program if withdrawn due to not returning on the scheduled leave of absence return date, you will need to go through the admissions process to verify that you are still eligible for the program.

Attendance Policy:

Students may have no more than 15 absences over the entire length of the program. Any student who has 8 absences will be notified in writing, and a warning will be placed in the student's file. Any student that reaches 15 absences may be academically dismissed from the program. Student services staff (or designee) is available to assist students who may have attendance issues. "Excused" absences may be included in the total of 15 if an evaluation for academic dismissal is being conducted.

After 15 absences of any kind, final decisions will be made by the instructing staff, Director of Education, and President to determine whether a student must be academically dismissed due to absences.

Re-Enrollment Policy:

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.

Satisfactory Academic Progress Policy:
Grading System

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

Grade	GPA	Letter Grade	Progress
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

In order to progress through the Commercial Diver program all students must comply with the following elements of satisfactory progress or they will be dismissed from the program.

1. All students must complete the program within the maximum time for completion. The normal time for the program is listed in the course catalog.
2. 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 probation. All students must have a 2.0 (C) cumulative GPA or higher in order to graduate from the program.
3. All students must progress through the program by successfully completing courses/topics outlined in the course catalog with acceptable grades. Students will be evaluated throughout the program, and the following action will be taken if a student does not meet the required 2.0 (C) GPA:
 - a. If the student falls below the 2.0 (C) cumulative GPA, the student will be placed on probation for up to 30 class days until a higher GPA is achieved. If the student's GPA does not improve within 30 class days from the date of probation, the student will be removed from the program.
4. Probation: The academic progress of all students will be monitored as course/topic grades are recorded. Any student falling below a 2.0 (C) cumulative grade point average across all topics will be placed on probation and have 30 class days to improve their GPA. The student's progress will be closely monitored during their probation period. Any student whose GPA is still below 2.0 (C) at the conclusion of their probation period may be removed from the program. Students who complete the program with a cumulative GPA below 2.0 (C) may be ineligible to receive their diploma and certifications.
 - a. Mitigating Circumstances I: If at the end of the probation period (section 4) 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.
 - b. 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 (a.) 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.

Appeals for Withdrawn Students:

Any student that has been withdrawn from the program due to poor performance, violation of maximum completion timeframe, violation of probation, attendance requirements, or behavioral/misconduct, can appeal to the student services staff (or designee) in writing (See Grievance Policy and Procedures).

Progress Reports:

Students will be informed of module and exam scores by the class instructor. Students may ask for a copy of their academic transcript at any time by contacting the 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.

Conduct and Dismissal Policy:

To succeed in this program, you must attend every scheduled class in its entirety. If you must miss a class due to an illness or personal problem, you must contact your instructor prior to missing the class. If a true emergency prevents you from contacting the instructor prior to class, contact him/her as soon as possible following the emergency. You must also do your very best work in preparing for each class and on all your assignments. Due to the rigorousness of this program, you must stay focused and involved in every class, offering your best comments, questions, and answers. Everyone at CDI and your fellow students expect you to choose to act with integrity in all your classes, and while on the CDI campus.

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 CDI campus, and/or failure to pay your tuition charges as agreed in your enrollment documents.

Grievance Policy and Procedures:

CDI wants students to have a positive experience in which their grievances can be expressed openly and honestly. CDI 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 Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, phone # 602-542-5709, website address: www.azppse.gov

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 Arizona State Board for Private Postsecondary Education.

Sexual Harassment Policy:

Commercial Divers International strives for an 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 Commercial Divers International'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 Commercial Divers International-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 Commercial Divers International 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 CDI 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 Commercial Divers International 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 Commercial Divers International employee who feels they have experience 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 or Vice President.

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 and Vice President. Students/Staff/Instructors are encouraged to report acts of sexual harassment promptly, so that appropriate action may be taken.

Investigating the Complaint

Commercial Divers International 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. Commercial Divers International 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. Commercial Divers International 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:

CDI 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.

XII. CLASS SCHEDULES & HOLIDAYS

Class Schedule:

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

Classes will meet for approximately 24 clock hours every week; typically including four weekdays with 4-hour sessions and Saturday 8-hour sessions. Classes may be held in the morning, afternoon, or evening depending on the needs of interested/enrolled students.

Open water modules may need to be rescheduled due to inclement weather, restricted access to Lake Pleasant, or other circumstances beyond the control of CDI.

The Complete Commercial Diver program is 28 weeks in length, and classes begin about every 6 weeks. For up to date start and end dates, please check our website at www.divecdi.com

Class Size:

Maximum class size is 25 students per class.

Holidays:

CDI observes all Federal and State holidays.

New Year's Day

Martin Luther King Day

Presidents' Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving

Christmas Day

XIII. CAMPUS TOURS

CDI offers tours to prospective students. If you are interested in touring our campus please call 623-882-DIVE (3483) to schedule a tour. You will be able to tour the facility, and you will meet with the admissions staff (or designee). The student services staff (or designee) will also be able to provide answers to any questions you may have, and discuss the benefits of attending the Commercial Diver Training program at CDI.

Underwater "Helmet Diving Experience" at CDI



Commercial Divers International is excited to be the only diver training school in the country offering anyone in appropriate physical shape a chance to experience the conditions an underwater, surface-supplied diver faces. The full-helmet diver experience is a great chance for people hoping to better their life working in the commercial diving industry get acquainted with the equipment they will be using in the field before committing to a 7-month program, and is also geared towards anyone looking to enjoy the thrill.

The diver experience is a half-day beginning with an approximately twenty minute safety and training video, then two separate dives in our facilities' training tanks, with a total underwater time of about 30 - 60 minutes per individual diver. Typical underwater activities include simulated flanging up of a pipeline, mechanical construction projects, mechanical puzzles, limited visibility puzzles, and more. Specific tank setup and activity will depend on your booking date, and please feel free to let us know if there is something specific you are interested in doing while underwater.

Our tanks have great visibility and side viewing windows for family and friends to watch or record the dive, though unfortunately we must ask you not to bring any devices underwater for safety reasons.

Call us at 623-882-DIVE (3483) or visit our website at <http://www.divecdi.com> for more information.



The CDI Yellow NIMR Dive Bell



The landmark yellow dive bell on top of the CDI Campus building is not a piece of functioning dive equipment, but is actually a prop from the 1960s Irwin Allen movie/TV series "Voyage to the Bottom of the Sea." Before being acquired and partially restored by CDI's founders in 2009, the bell had set atop a now closed Dive Shop in San Diego, CA since 1992. The interior and exterior were featured in the sci-fi series, and the original prop communication and control boards seen in the show remain in the bell to this day.

"Voyage to the Bottom of the Sea"® is a registered trademark of Irwin Allen Properties, LLC. © Irwin Allen Properties, LLC and Twentieth Century Fox Film Corporation. All rights reserved.