

Commercial Diving Technologies Institute



2021 CATALOG

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This catalog, with its policies, programs, and requirements represent an official publication of Commercial Diving Technologies, LLC. Students enrolling in CDT are required to read this catalog carefully and are subject to all of the provisions within. Failure to read this catalog shall not excuse students from adhering to all of CDT policies, and rules contained herein. Certified true and correct in content and policy by Kenneth J Shelley AMBR Signed 3/25/2021.

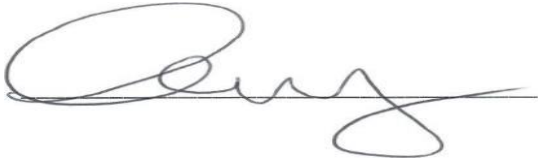


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GENERAL INFORMATION

ACCURACY POLICY

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

INTRODUCTION

In accordance with the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), Commercial Diving Technologies (herein referred to as CDT) is required to disclose consumer information regarding its programs, policies, educational resources, and student body. For any additional information not listed in this catalog contact please contact CDT.

The contents of this publication are not to be regarded as an irrevocable contract between the student and Commercial Diving Technologies, LLC. Commercial Diving Technologies, LLC reserves the right to change any provision or requirement at any time within the student's term of attendance.

OWNERSHIP

The school is owned by Commercial Diving Technologies, LLC, a corporation formed under the laws of the State of Florida.

Officers / Owners
Kenneth J Shelley AMBR

GOVERNING BODY

Commercial Diving Technologies, LLC
17212 Highway 19
Hudson, FL 34667
352-209-1234

HOURS OF OPERATION

The administrative office is open Monday through Friday 8:00 am to 4:00 pm. EST.

POLICY ADVISORY COMMITTEE

Ken Shelley AMBR – Founder – Chief Administrative Officer – Registrar

Sid Preskitt Instructor – Director of Education (DOE)

FACULTY

<u>Name</u>	<u>Position</u>	<u>Certification Held</u>	<u>Years of Experience</u>
Ken Shelley	Instructor	IMCA Supervisor DCBC Supervisor	36
Sid Preskitt	Instructor	ADCI Supervisor DCBC Supervisor	40
Josh Lutz	Instructor	DCBC Supervisor	5
Ryan Daly	Instructor	UHMS Medical Examiner Of Divers Combat Life Saver Instructor	18
Matt Thomas	Instructor	DCBC Supervisor	20

HISTORY

Commercial Diving Technologies was established in 2016 by Kenneth Shelley. CDT is an LLC.

MISSION STATEMENT

Commercial Diving Technologies, LLC is a post-secondary vocational school designed to provide the commercial diving and maritime industries with entry level and post graduate personnel who excel in

knowledge, skills, safety and work ethics. Our training is comprehensive, rigorous and designed with individual student career objectives, abilities, and interests in mind.

INSTITUTIONAL GOALS

In order to fulfill its mission, CDT strives to continuously improve and to carry out the following broad institutional goals:

- **Improve Effectiveness** – CDT will continuously strive to improve its operational effectiveness, provide students with access to funding, incorporate best practices, and create an atmosphere that supports student’s growth and development.
- **Build a Talent Pipeline** – CDT was developed by a skilled and dedicated team of working divers and dive supervisors with over a century of combined experience in the commercial diving industry. Our team has spent years working with industry, employers, associations and experts in the field. We will leverage our relationships to build a talent pipeline and teach our students the skills they need to find lifelong employment in the exciting world of deep diving.
- **Professional Faculty** – CDT will employ a core team of experienced dive supervisors and staff that will continuously keep the curriculum up to date and aligned with industry demands.
- **Create and Maintain Strategic Partnerships with Industry Associations** – CDT will create and maintain strategic partnerships with industry associations, employers and certifiers that employ graduates and set industry standards.
- **Academic Integrity** – CDT’s training programs will incorporate industry regulations, standards, and real-world tasks that enable students to work offshore on oil rigs, oil platforms, wind farms, hyperbaric welding on pipelines and salvage underwater at depths up to 1200 feet deep. CDT’s inshore programs incorporate industry regulations, standards and real-world tasks that enable students to work on dams, docks, salvage, nuclear power plants, hydro-electric dams, treatment plants and more.
- **Hands-on Training** – CDT’s programs and training facility will enable students to garner hands-on training at water depths of 250’ with underground geological features, and on a front and center offshore platform. CDT will also provide applied training exercises on in-water rigging, inspection techniques, assembling high-pressure pipeline flanges and necessary mechanical skills.
- **Job Placement** – CDT measures its success in meeting the goals set forth in the Mission Statement by the career placement of its graduates. CDT will help students obtain gainful employment in the field and related fields. CDT will continuously administer, collect and evaluate employer satisfaction surveys to determine the successful placement of its graduates in appropriate positions and incorporate feedback in ongoing planning and curriculum development.

PROGRAM AUTHORIZATION

Association of Diving Contractors International (ADCI) is the organization that will issue the Diver Tender Certification upon satisfactory completion of the National Surface Supplied Diver (NSSD) program training through Commercial Diving Technologies LLC.

Divers Certification Board of Canada (DCBC) is the organization that will issue the Unrestricted Surface Supplied Diver (USSD) Certification upon satisfactory completion of training through Commercial Diving Technologies LLC.

Commercial Diving Technologies LLC will submit application for these certifications to ADCI and/or DCBC. Students may not be eligible for employment without the ADCI and/or DCBC certification.

ADCI 5206 Cypress Creek Parkway Ste. 202, Houston, TX 77069
DCBC 208-5209 St. Margaret Bay Rd, Upper Tantallon NSB32IE3

MEMBERSHIPS / AFFILIATIONS

The institution holds active membership/affiliations and provides training approved by the following professional organizations:

Association of Diving Contractors International (ADCI)
Diver Certification board of Canada (DCBC)
International Marine Contractors Association (IMCA)
Diver Alert Network (DAN)
American Welding Society (AWS)

LICENSING

Licensed by the Commission for Independent Education, Florida Department of Education
Additional Information regarding the institution may be obtained by contacting:

Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
1-888-224-6684

ACCREDITATION

CDT is accredited by the Accrediting Council for Continuing Education and Training (ACCET), 1722 N St NW, Washington DC, 20036, telephone: (202) 955-1113; which is listed by the US Department of Education as a nationally recognized accrediting agency.

The above agency has been officially recognized by the U.S. Department of Education. ACCET became the only recognized accrediting agency to be certified as an ISO 9001:2008-Quality Management System, under the international standards established by the International Organization for Standardization, and continues to hold that unique status.

CAMPUS FACILITIES

The CDT campus is located at 17212 Highway 19 in Hudson, Florida 34667. Conveniently located close to Tampa. The campus is located on 4.5 acres with:

- 1-acre natural sinkhole
- Dive training platforms
- Hyperbaric and decompression facilities
- Classrooms
- Restrooms and showers

LEARNING RESOURCE CENTER

CDT provides the resources to its students to enable them to excel in its program. Students have access to all training material, computers, and relevant literature available in the learning center.

ADMISSIONS

GENERAL ADMISSION REQUIREMENTS

Students seeking admission should be mechanically adept, hardworking, self-motivated, responsible and of good physical and psychological health. Each Applicant must:

1. Be at least 18 years of age (with parental consent, age 17) and submit the following in order to be admitted to CDT:
 - Proof of date of birth
2. Be a High School graduate or possess a GED and submit the following in order to be admitted to CDT:
 - Proof of education – submit copy of the high school diploma, high school transcript, or recognized equivalent (GED)
3. For students receiving assistance from the Department of Veteran Affairs, the following must be submitted in addition to above items:
 - Official Joint Services Transcript (JST)
 - Official school transcripts for any other post-secondary schools attended
4. Pass a Commercial Dive Physical
5. Sign a Release and Waiver of Liability Form
6. Be able to swim

PROGRAM-SPECIFIC ADMISSION REQUIREMENTS

Diver Medic Technician (DMT) and Underwater Burning Specialist (UBS) programs require applicant to hold a recognized Diver Certification.

APPLICATION PROCESS

1. Applications are available on the CDT website at cdtdiving.com or may be requested by writing to:
 - Commercial Diving Technologies, LLC
 - c/o Admissions Department
 - 17212 Highway 19
 - Hudson, FL 34667
2. Call the Admissions Office at (352) 209-1234 to review the Applicant's compliance with admission requirements.
3. Complete and sign an Enrollment Agreement Form.
4. All required forms should be submitted with a non-refundable application fee of \$100.00.
5. Student must pass a **Commercial Dive Physical**. Though not required, it is preferred that the dive physical is performed prior to admission. In the event that the student fails the physical, Commercial Diving Technologies will not be held responsible and certain fees may not be reimbursed. Please refer to CDT Refund Policy.
Note: Dive physical requirements may vary by potential employer and/or region.

6. The school will process the application when all required materials are received. Applicant will be notified within five (5) working days.

DISQUALIFYING CONDITIONS

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

Prior criminal background or records may disqualify a candidate from obtaining a job after graduation, but will not disqualify from attending CDT.

SCHOOL TOURS

COMMERCIAL DIVING TECHNOLOGIES, LLC welcomes prospective students to tour the school's facilities prior to enrollment. During the tour, there will be an information session, a review of the industry related to the program and a walking tour of the campus.

All tours are scheduled with the Admissions Department. Please call (352) 209-1234 or email edu@commercialdivingtechnologies.com to schedule a tour.

TRANSFER OF CREDIT

CDT does not accept Transfer of Credit.

NON-DISCRIMINATION POLICY

In accordance with Title IX of Education Amendments Act of 1972, Commercial Diving Technologies, LLC does not discriminate by denying admission due to race, ethnic origin, sex, gender, or religion. Commercial Diving Technologies, LLC does not discriminate on the basis of disability as mandated by the Americans with Disabilities Act of 1990. No otherwise qualified disabled person, solely on the basis of handicap, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the administration of any educational program or activity including admission or access thereto or in treatment of employment therein by Commercial Diving Technologies, LLC. Within specific industry limitations, the admissions process, and acceptance to the program, is the same for individuals with special

needs. Questions concerning accommodation of a disability should be addressed directly to the Chief Administrative Officer.

PROGRAM OFFERINGS

UNRESTRICTED SURFACE SUPPLIED DIVER (USSD) PROGRAM

The 24-week unrestricted program will certify you to a depth of 50m to weld and burn underwater, manage a wide range of energized tools, safely conduct in-water and chamber decompression dives, and to work on civil and offshore projects both in the U.S and Internationally.

UNRESTRICTED SURFACE SUPPLIED DIVER (USSD) – COURSE OUTLINE

The course of study at Commercial Diving Technologies, LLC requires a minimum of twenty-four (24) weeks. Classes are in session Monday through Friday from 7:00 am to 4:00 pm.

Practical Experience Hours	420
Classroom Hours	480
TOTAL CLOCK HOURS	900

Number of Weeks	24
Hours Per Day	8

Commercial Diving Technologies, LLC offers a competency based, comprehensive and rigorous commercial diving program.

Students will be provided knowledge and training in the following key areas:

- Dive physics and physiology
- Decompression and emergency management procedures
- Practical use of diving equipment
- Diving hazards and legislation
- Rigging
- Underwater inspections and searches
- Hand and power tools
- Water jetting, airlifts, venture dredgers and lift bags
- Cutting and welding equipment

- Underwater explosives
- Underwater construction techniques
- Hyperbaric chamber operations
- Mixed Gas Diving
- Commercial Scuba

Additionally, students will receive a minimum of 50 hours bottom time learning the basic skills of surface-supplied diving in a shallow open-water environment. Commercial Diving Technologies, LLC trains new divers in a 10' orientation tank, where the instructors can watch the student through a viewing port then they move to open-water training to depths as great as 165ft.

The total hours for the program are accurate; however, individual course times are an approximation and may vary with each individual.

10.5 Diving Physics -25 clock hours– Diver shall understand the physical laws governing diving operations, including the states of matter, the properties of gases and liquids, and the units of measurement.

10.6 Diving Physiology, Decompression & Emergency Procedures -78 clock hours- Diver shall understand the relevant anatomy and physiology of the human body, with particular emphasis on the respiratory, circulatory, and central nervous systems.

10.7 Diving Equipment and Procedures -168 clock hours - Diver shall be competent in the proper set-up, operation, and maintenance of various types of surface-supplied diving equipment and shall have sufficient knowledge and skills to ensure safe underwater operation.

10.8 Practical use of Diving Equipment -440 clock hours- Diver shall be able to dive safely and competently using different types of surface-supplied diving equipment in open water of varying depths, bottom conditions, and water visibility. **Course includes the following subject**

10.12 Underwater Inspections & Searches - Diver shall demonstrate the skills to use surface-supplied systems safely and effectively in the performance of underwater tasks.

10.13 Hand & Power Tools - Diver shall have a basic understanding of the function, operation, and safety requirements for hand tools and pneumatic and hydraulically activated tools.

10.14 Water Jetting, Airlifts, Venturi Dredges & Lift Bags - Diver shall have a basic knowledge of the use of high- and low-pressure water jets, lift bags, venture dredges, and air lifts.

10.15 Cutting & Welding Equipment - Diver shall have a basic understanding of the principles of operation of exothermic, oxy-arc cutting equipment and underwater electric arc-welding equipment.

10.16 Underwater Explosives - Diver shall understand the physics and the hazards of underwater blast injuries, circuits, techniques, and safety precautions.

10.17 Underwater construction Techniques - Diver shall have a basic understanding of the construction methods used in diving operations and the elementary principles and procedures involved in salvage operations.

10.9 Diving Hazards Legislation -100 clock hours- Diver shall understand the federal / provincial legislation, standards, regulations, and guidelines pertinent to surface-supplied diving operations, diving plant, and equipment. Hazardous Waste Operations and Emergency Response, OSHA standard 29 CFR part 1910.120

10.10 Diver Communication systems -10 clock hours- Diver shall be able to use modes of underwater communication safely and effectively.

10.11 Rigging -10 clock hours- Diver shall understand the principles and operation as well as demonstrate the use of rigging equipment used both on the surface and under water in support of diving – related operations.

10.18 Hyperbaric Chamber Operations -70 clock hours- Diver shall be able to operate a hyperbaric chamber safely and efficiently while treating occupants on accepted tables.

The Institution follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a number prefix depicting the course Title.

UNRESTRICTED SURFACE SUPPLIED DIVER (USSD) – TUITION AND FEES

Commercial Diving Technologies LLC reserves the right to change the charges for tuition and expenses without written notice.

Unrestricted Surface Supplied Diver Tuition	\$22,000.00
Application Fee (Non–Refundable)	\$100.00
Required Equipment, Scuba Certification, Medical, Books	\$2,875.00*
Total cost	\$24,975.00

*****Students may already have equipment or certifications prior to CDT*****

Estimated cost breakdown of the required items (not included in tuition):

Dive Physical	\$450.00
Open Water Scuba Certification (if not certified)	\$250.00

*List of Required Equipment, Scuba Certification, Medical and Books

Safety Glasses	\$10.00
Hard Hat	\$10.00
Boots	\$50.00
PFD	\$50.00
Diver/Supervisor Logbook	\$40.00
Professional Diver's Handbook	\$45.00
Student Workbook	\$40.00
Wetsuit	\$135.00
Mask	\$30.00
Snorkel	\$25.00
Fins	\$50.00
Rubber Gloves Welding Gloves Work Gloves	\$30.00
Booties	\$40.00
Dive Knife	\$10.00
Underwater Flashlight	\$20.00
Coveralls	\$45.00
Scuba BC	\$385.00
Scuba Regulators	\$235.00
Pressure gauge	\$75.00
Dry Suit	\$750.00

Welding Hood	\$50.00
CDT T-shirts (5)	\$50.00
TOTAL	\$2,175.00

Total cost of attendance is calculated by adding tuition, fees, books and required equipment. The costs listed above represent the minimum price per item and are subject to change.

NOTE: Some items can be rented.

NATIONAL SURFACE SUPPLIED DIVER (NSSD) PROGRAM

This 17-week program will qualify you to a depth of 30m to weld and burn underwater, manage a wide range of energized tools, safely conduct in-water and chamber decompression dives and to work on civil & offshore projects in the U.S.

NATIONAL SURFACE SUPPLIED DIVER (NSSD) – COURSE OUTLINE

The course of Study at Commercial Diving Technologies, LLC requires a minimum of seventeen (17) weeks. Classes are in session Monday through Friday from 7:00 am to 4:00 pm.

Practical Experience Hours	214
Classroom Hours	411
TOTAL CLOCK HOURS	625

Number of Weeks 17
Hours Per Day 8

Commercial Diving Technologies, LLC offers a competency based, comprehensive and rigorous commercial diving program.

Students will be provided knowledge and training in the following key areas:

- Dive physics and physiology
- Decompression and emergency management procedures
- Practical use of diving equipment
- Diving hazards and legislation
- Rigging
- Underwater inspections and searches
- Hand and power tools

- Water jetting, airlifts, venture dredgers and lift bags
- Cutting and welding equipment
- Underwater explosives
- Underwater construction techniques
- Hyperbaric chamber operations
- Mixed Gas Diving

Additionally, students will receive a minimum of 26 hours of bottom time learning the basic skills of surface-supplied diving in a shallow open-water environment. Commercial Diving Technologies, LLC trains new divers in a 10' orientation tank, where the instructors can watch the student through a viewing port before moving to open-water training at depths as great as 99ft.

The total hours for the program are accurate; however, individual course times are an approximation and may vary with each individual.

10.5 Diving Physics - 25 clock hours – Diver shall understand the physical laws governing diving operations, including the states of matter, the properties of gases and liquids, and the units of measurement.

10.6 Diving Physiology, Decompression & Emergency Procedures - 110 clock hours - Diver shall understand the relevant anatomy and physiology of the human body, with particular emphasis on the respiratory, circulatory, and central nervous systems.

10.7 Diving Equipment and procedures - 140 clock hours - Diver shall be competent in the proper set-up, operation, and maintenance of various types of surface-supplied diving equipment and shall have sufficient knowledge and skills to ensure safe underwater operation.

10.8 Practical use of Diving Equipment - 270 clock hours - Diver shall be able to dive safely and competently using different types of surface-supplied diving equipment in open water of varying depths, bottom conditions, and water visibility. **Course includes the following subject**

10.12 Underwater Inspections & Searches - Diver shall demonstrate the skills to use surface-supplied systems safely and effectively in the performance of underwater tasks.

10.13 Hand & Power Tools - Diver shall have a basic understanding of the function, operation, and safety requirements for hand tools and pneumatic and hydraulically activated tools.

10.14 Water Jetting, Airlifts, Venturi Dredges & Lift Bags - Diver shall have a basic knowledge of the use of high- and low-pressure water jets, lift bags, venture dredges, and air lifts.

10.15 Cutting & Welding Equipment - Diver shall have a basic understanding of the principles of operation of exothermic, oxy-arc cutting equipment and underwater electric arc-welding equipment.

10.16 Underwater Explosives - Diver shall understand the physics and the hazards of underwater blast injuries, circuits, techniques, and safety precautions.

10.17 Underwater construction Techniques - Diver shall have a basic understanding of the construction methods used in diving operations and the elementary principles and procedures involved in salvage operations.

10.18 Hyperbaric Chamber Operations - Diver shall be able to operate a hyperbaric chamber safely and efficiently while treating occupants on accepted tables.

10.9 Diving Hazards Legislation - 40 clock hours - Diver shall understand the federal / provincial legislation, standards, regulations, and guidelines pertinent to surface-supplied diving operations, diving plant, and equipment. Hazardous Waste Operations and Emergency Response, OSHA standard 29 CFR part 1910.120

10.10 Diver Communication systems -20 clock hours - Diver shall be able to use modes of underwater communication safely and effectively.

10.11 Rigging -20 clock hours - Diver shall understand the principles and operation as well as demonstrate the use of rigging equipment used both on the surface and under water in support of diving – related operations.

The Institution follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a number prefix depicting the course title.

NATIONAL SURFACE SUPPLIED DIVER – TUITION AND FEES

Commercial Diving Technologies LLC reserves the right to change the charges for tuition and expenses without written notice.

National Surface Supplied Diver Tuition	\$17,000.00
Application Fee (Non–Refundable)	\$100.00
Required Equipment, Scuba Certification, Medical, Books	\$1375.00*
Total Cost	\$18475.00

*****Students may already have equipment or certifications prior to CDT*****

Estimated cost breakdown of the required items (not included in tuition):

Dive Physical \$450.00

Open Water Scuba Certification (if not certified) \$250.00

*List of Required Equipment, Scuba Certification, Medical and Books

Safety Glasses	\$10.00
Hard Hat	\$10.00
Boots	\$50.00
PFD	\$50.00
Diver/Supervisor Logbook	\$40.00
Professional Diver's Handbook	\$45.00
Student Workbook	\$40.00
Wetsuit	\$135.00
Fins	\$50.00
Rubber Gloves Welding Gloves Work Gloves	\$30.00
Booties	\$40.00
Dive Knife	\$10.00
Underwater Flashlight	\$20.00
Coveralls	\$45.00
Welding Hood	\$50.00
Welding Gloves	\$10.00
CDT T-shirts (5)	\$50.00
total	\$675.00

Total cost of attendance is calculated by adding tuition, fees, books and required equipment. The costs listed above represent the minimum price per item and are subject to change.

NOTE: Some items can be rented.

DIVER MEDIC TECHNICIAN (DMT) PROGRAM

This program consists of two (2) weeks of the Diver Medic Technician.

DIVER MEDIC TECHNICIAN (DMT) – COURSE OUTLINE

The course of Study at Commercial Diving Technologies, LLC requires a minimum of two (2) weeks. Classes are in session Monday through Friday from 8:00 am to 3:00 pm.

Practical Experience Hours	20
Classroom Hours	40
TOTAL CLOCK HOURS	60

Number of Weeks	2
Hours Per Day	6

Commercial Diving Technologies, LLC offers a competency based, comprehensive and rigorous Diver Medic Technician program.

Students will be introduced to advanced critical skills and diagnostic tests to help make appropriate diagnosis and treatment decisions, with emphasis on effective communication with a diving physician and carrying out critical care by the physician's direction. Students will get extensive practice doing advanced invasive procedures including Advanced Airway, Wound Closure (sutures and staples), Urinary Catheterization, Chest Decompression (needle thoracentesis, and chest tube placement), Intravenous Infusion, and drug administration. Ten percent of the course will be taught by a diving physician, who will cover medical equipment, sterile procedures, and effects of drugs in diving. The final testing will be done in a practical setting inside the recompression chamber, along with a written exam.

DIVER MEDIC TECHNICIAN (DMT) – ADMISSIONS REQUIREMENT

The DMT course is open to firefighters, EMTs, commercial divers, military divers, combat medics and others who qualify as described below. To qualify for certain DMT course certifications, you will 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.

Prerequisites for Divers

- Individuals attending the course must be a graduate of a recognized commercial diving program
- Must have a current Dive Physical within one year of the course start date
- Must hold an internationally recognized Diver Certification

Prerequisites for Divers Seeking Board Certification

- Each Applicant must meet the following to register for the IBUM or NBDHMT recognition.
- A copy of an up to date emergency medicine training completion certification or IBUM candidates must show they at some point held a valid EMT certification.
- Documentation can include any of the following: DOT/NHTSA approved training course certificate, Current National Registry of EMT or paramedic certification or Current State EMT, or higher, licensure/certification card. 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.

CDT does not guarantee certification following course completion. After completion of the training course has been satisfactory undertaken the DMT can apply to take the DMT certification examination.

NOTE: There is an application fee to take the NBDHMT or the IBUM exam—not included)

DIVER MEDIC TECHNICIAN – TUITION AND FEES

Commercial Diving Technologies, LLC reserves the right to change the charges for tuition and expenses without written notice.

Diver Medic Technician Tuition	\$2,400.00
Application Fee (Non–Refundable)	\$100.00
Required Equipment	Included

Total cost **\$2,500.00**

Total cost of attendance is calculated by adding tuition, fees, books and required equipment. The costs listed above represent the minimum price per item and are subject to change.

UNDERWATER BURNING SPECIALIST (UBS) PROGRAM

This program consists of one (1) week of the Underwater Burning Specialist.

UNDERWATER BURNING SPECIALIST (UBS) – COURSE OUTLINE

The course of Study at Commercial Diving Technologies Institute requires a minimum of one (1) week. Classes are in session Monday through Friday from 7:00 am to 4:00 pm.

Practical Experience Hours	30
Classroom Hours	10
TOTAL CLOCK HOURS	40

Number of Weeks	1
Hours Per Day	8

Commercial Diving Technologies Institute offers a competency based, comprehensive and rigorous Underwater Burning Specialist program.

The course objective is to train divers in the advanced skill of underwater Burning/Cutting. Students will be provided knowledge and training in the following key areas:

- Burning safety classroom
- Testing
- Practical instruction

UNDERWATER BURNING SPECIALIST (UBS) – ADMISSIONS REQUIREMENT

Admissions Requirements

1. Must have a current Dive Physical within one year of the course start date
2. Must hold an internationally recognized Diver Certification.

UNDERWATER BURNING SPECIALIST (UBS) – TUITION AND FEES

Commercial Diving Technologies Institute reserves the right to change the charges for tuition and expenses without written notice.

Unrestricted Surface Supplied Diver Tuition	\$2,400.00
Application Fee (Non–Refundable)	\$100.00
Required Equipment	Included

Total cost **\$2,500.00**

Total cost of attendance is calculated by adding tuition, fees, books and required equipment. The costs listed above represent the minimum price per item and are subject to change.

2021 PROGRAM SCHEDULE

Unrestricted Surface Supplied Diver Start Dates

January 4, 2021	June 18, 2021	
February 1, 2021	July 16, 2021	
March 1, 2021	August 13, 2021	
April 5, 2021	September 17, 2021	
May 3, 2021	October 15, 2021	
June 7, 2021	November 19, 2021	
July 6, 2021	January 7, 2022	***Start on Tuesday***
August 2, 2021	February 4, 2022	***Start on Tuesday***
September 7, 2021	March 11, 2022	
October 4, 2021	April 8, 2022	
November 1, 2021	May 6, 2022	
December 6, 2021	June 3, 2022	

National Surface Supplied Diver Start Dates

January 4, 2021	April 30, 2021
February 1, 2021	May 28, 2021
March 1, 2021	June 25, 2021

April 5, 2021	July 30, 2021	
May 3, 2021	August 27, 2021	
June 7, 2021	October 1, 2021	
July 6, 2021	October 29, 2021	***Start on Tuesday***
August 2, 2021	December 3, 2021	***Start on Tuesday***
September 7, 2021	January 21, 2022	
October 4, 2021	February 18, 2022	
November 1, 2021	March 18, 2022	
December 6, 2021	April 15, 2022	

Diver Medic Technician Start Dates

January 25, 2021	February 5, 2021
March 8, 2021	March 19, 2021
April 26, 2021	May 7, 2021
June 14, 2021	June 25, 2021
August 9, 2021	August 20, 2021
September 13, 2021	September 24, 2021
November 8, 2021	November 19, 2021

Underwater Burning Specialist Start Dates

February 8, 2021	February 12, 2021
May 10, 2021	May 14, 2021
August 23, 2021	August 27, 2021
October 11, 2021	October 15, 2021

SCHOOL CLOSURE AND HOLIDAY SCHEDULE

CDT is closed:

January 1, 2021	New Year's Day
May 31, 2021	Memorial Day
July 5, 2021	Independence Day
September 6, 2021	Labor Day
November 12, 2021	Veterans Day

CDT is closed for Thanksgiving Break:

November 20, 2021-November 28, 2021

CDT is closed for Christmas Break:

December 18, 2021-January 2, 2022

FINANCIAL POLICY

PAYMENT OPTIONS

Payments may be made by the uses of credit card (Visa, MasterCard), cash, money order, cashier's check, or certified check. A \$30.00 fee will be charged for all returned checks. After three returned checks, subsequent check will not be accepted.

VOCATIONAL REHAB

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

VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment.
- Assess a late penalty fee to the student.
- Require the student to secure alternative or additional funding.
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fees to the institution.

However, to qualify for this provision, such students must be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class.
- Provide a written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

THIRD PARTY FINANCING

Commercial Diving Technologies Institute has collaborated with Meritize Lending and Paramount Capital, third-party financing companies. These lenders provide simple, fast, and affordable loans with low interest rates for our students. Lenders can provide primary funding for our programs as well as "gap" funding for students with other primary sources.

IN-HOUSE FINANCING

See the Enrollment Agreement for In-House financial options. For more information on any Financial Assistance programs please contact the school's Finance Department.

CANCELLATION AND REFUND POLICY

CDT maintains a fair and equitable, clearly defined, and uniformly administered cancellation and refund policy for cancellations, withdrawals and terminations. The policy is designed to be most equitable to the Student and complies with Florida Commission on Independent Education (CIE) requirements.

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

- An enrollee is not accepted by CDT
- If the course of instruction is discontinued by CDT and this prevents the Student from completing the course
- 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
- Other circumstances of program deficiencies or violations of requirements for career schools and CDTs

NOTE: CDT does not require written notification of cancellation or withdrawal. Additionally, CDT does not require notification of cancellation or withdrawal in person as a condition for making refunds, nor does it charge penalties for failing to notify CDT in writing. New students entering a program of study are provided three (3) days to withdraw without a tuition penalty.

Obligation: CDT does not financially obligate students for more than twelve months at a time. Refund computations apply to stated charges attributable to the given period of financial obligation. All students are treated equitably with respect to charges and refunds based on the source of funding or the timing of disbursements or payments.

CDT completes and documents refund calculations for each Student who cancels, withdraws or is withdrawn from training. To ensure timely and accurate refunds, CDT will consider the following:

- Start Date
- Last Date of Attendance (LDA)
- Date of Determination (DOD) *
- Charges to the Student
- Total Amount Paid
- Weeks earned and resulting percentage of program completed

*DOD: The date of determination (DOD) is the date the Student gives written or verbal notice of withdrawal to CDT or the date CDT terminates the Student, or by applying the attendance, conduct or Satisfactory Academic Progress policies.

72 Hour 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.

Cancellation Prior to Start of Class or No Show

If an applicant accepted by CDT cancels prior to the start of scheduled classes or never attends class (no-show), all monies paid to CDT will be refunded, less the \$100 application fee.

Cancellation within the Three-Day Trial Period

CDT enables new students to cancel within the first three days of training, or the "Trial Period." The policy applies to new students enrolled in CDT programs only. Students considered a cancellation under the "trial period" policy will have all tuition charges refunded. CDT will only retain the \$100 application fee.

Refund Policy for Students Called to Active Military Service

A student of CDT who withdraws from CDT as a result of the Student being called to active duty in a military service of the United States 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

3. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor(s) of the program determine that the Student has:
 - satisfactorily completed at least 90 percent of the required coursework for the program; and
 - demonstrated sufficient mastery of the program material to receive credit for completing the program
4. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 30 days of the effective date of determination.

Refund Due Dates

No Shows and Cancellations: If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be paid within thirty (30) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

Enrolled Students: For an enrolled student, the refund will be calculated using the last date of attendance (LDA) and be paid within thirty (30) calendar days from the documented date of determination (DOD). If a student provides advanced notice of withdrawal such that the 30-day window for refund processing ends before the last date of attendance, the refund must be paid within thirty (30) calendar days from the last date of attendance.

Housing Refund Policy

No Shows and Cancellations: If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all housing fees will be refunded. **Enrolled Students:** Housing fees are paid on the first day of each month or prior to the housing provider. Students that are terminated, dropout, or administratively withdrawn may receive a weekly prorated housing refund of \$100 per week. When determining the number of weeks completed by the student, CDT will consider a partial week the same as if a whole week were completed, provided the student was in the housing at least one day during the scheduled week.

Veteran's Refund Policy

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course. The school may retain a registration fee of no more than \$10, a breakage fee of no more than

the exact amount of breakage, and a fee for consumable supplies for no more than the amount of supplies actually consumed. – 38 CFR 21.4255

PROGRAM / COURSE CANCELLATION POLICY

CDT reserves the right to cancel any program or course for which there is insufficient enrollment. All tuition and fees related to the program/course will be returned to the Student if there is a cancellation.

Program Refund Policy

Refund computations will be based on scheduled course time of class attendance through the Last Date of Attendance (LDA). Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

1. The effective date of termination for refund purposes will be the earliest of the following:
 - The last day of attendance if the Student is terminated by the school; and/or
 - The date of receipt of notice from the Student; and/or
 - By applying the attendance, conduct, or Satisfactory Academic Progress policies; and/or
 - Three consecutive school days (absent without an LOA, excused absence, or providing notice to the school) following the last date of attendance.
2. 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 application fee shall be retained by CDT for the entire program.
3. 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.
4. Student may not collect a refund if the Student has completed 60 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; 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 60% completion mark, after which no refund is due.

ACADEMIC POLICY

ATTENDANCE POLICY

Successful completion of training at Commercial Diving Technologies can only be achieved through regular, punctual attendance. Each student's progress is monitored on a daily basis for attendance and each student is required to maintain the scheduled class hours on a cumulative basis during each evaluation period. An evaluation period is defined as one (1) module or five (5) weeks.

Attendance is taken three (3) times a day by management and instructors. Management documents attendance 1) at class start; 2) after lunch; and 3) at the end of each day. All students that are not present during these checkpoints are marked as tardy, early departure or failure to attend the scheduled hours of instruction.

Students may not miss more than three (3) days in any module and not more than five (5) days in the total program. Students absent more than the maximum number of days allowed during any module will have to repeat the module. All extensions beyond the original term of obligation will require tutoring. Tutoring will be provided, and students will be charged for additional time based on the following rate:

USSD = \$183/day

NSSD = \$200/day

Students that are receiving VA Educational Benefit will be terminated from their educational benefits if they do not meet the attendance policy or standards of the program. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

For purposes of clarification, tardiness and absences are defined as follows:

- An absence is missing more than one (1) hour of a scheduled class day.
- Tardiness is defined as arriving 15 minutes late or leaving class 15 minutes early. Three (3) late arrivals or three early departures in one module (5-week period) will convert to one (1) absence. Instances of being tardy do not carry forward to another module unless enough were accumulated to convert to an absence.

If a student fails to meet the attendance standard, they will receive a documented warning or notice of probation. All absences and tardiness are recorded in the student's permanent record. The following is the sequence of events that will take place when a student has an absence:

- One unexcused absence will result in a verbal warning and additional explanation of CDT's Code of Conduct Policy.

- Two or more absences, in a module, will result in probation for the remainder of the module.
- If a student accumulates three (3) unexcused absences in a module, he or she may be withdrawn from the program. Termination from the program is at the discretion of the Director of Education or School Director.
- Failure to notify CDT or contact management regarding an absence for three (3) consecutive days will result in withdrawal from the program.
- Students who have been terminated due to attendance may appeal the decision to the School Director. Appeals must be in writing and submitted to the School Director within two (2) days of the date of withdrawal. The Director will notify the student of their decision in writing within seven (7) days.

LEAVE OF ABSENCE

Students may take a "Leave of Absence" (LOA) for legitimate reasons such as family emergencies, illness, or death of immediate family member. When a student takes a LOA, he/she must notify CDT management and complete the LOA paperwork. Students unable to contact management due to illness or an emergency may be eligible for a retroactive LOA. The student, family member, or emergency contact should notify CDT immediately in these circumstances.

All LOA's must be provided in writing. Failure to return following the scheduled LOA will result in automatic withdrawal from the program.

Maximum allowable leave of absence is equal to one-half (.5) of the published program length for all programs. Multiple leave of absences may be permitted provided the total days missed does not exceed the limit for each specific program.

*****Veteran students may not receive VA educational benefits while on leave of absence**

RE-ENTRY

A student that was terminated for any reason must schedule an interview with the Director of Education. Re-entry will be considered based on class availability and the student's standing with the Institute. The student will be required to follow the required admission procedures and pay the pro rata new charges which equal twenty-five percent (25%) of the base tuition. This policy may be waived for extenuating circumstances and must be documented in the student's file. All determinations are final.

GRADING SYSTEM POLICY

DEFINITIONS

The definition of a USSD enrolled full-time student is a minimum of twenty-four (24) clock hours per week. The definition of an academic year is a minimum of nine hundred (900) clock hours or twenty-four (24) weeks. The definition of one (1) clock hour is equal to fifty (50) minutes of instructor-led training followed by an appropriate break.

CLASS INSTRUCTOR RATIOS

Commercial Diving Technologies, LLC has a maximum student to teacher ratio of twenty (20) students to one (1) instructor in lab situations and thirty (30) students to one (1) instructor in classroom situations. The curriculum varies for each program and has been designed to prepare students to go to work upon graduation.

ACADEMIC GRADE

For each course of the text the student will be given one quiz. Passing grades are a minimum of 80% out of a possible 100%. Work is graded according to the following schedule:

<u>Grade</u>	<u>Definition</u>
A	92 – 100
B	84 – 91
C	75 – 83
F	74 OR BELOW
I*	Incomplete
R	Repeat
W	Withdrawal

*Incomplete grades will convert to a failing grade (F) if the student does not contact the school or make up missed course work within five (5) calendar days after the end of the course.

OVERALL GRADE

Total of all test scores divided by number of tests

= Test Final Average

Total of all quiz scores divided by number of quizzes

= Quiz Final Average

TEST FINAL AVERAGE + QUIZ FINAL AVERAGE DIVIDED BY 2 = OVERALL ACADEMIC AVERAGE

INCREMENTS FOR EVALUATION

Students will be evaluated on practical skills at the mid-point of their training with Commercial Diving Technologies, LLC. USSD evaluations after first module (5 weeks) and the NSSD evaluations occur after three (3) weeks. At this point they must have a cumulative average of 80% to be considered as maintaining Satisfactory Academic Progress.

PRACTICAL GRADE

The student is given a daily grading score on his/her ability to interact with the classmates, instructors and subject matter, both in the water and out of the water.

Factors such as LATENESS, ATTITUDE and GENERAL WORK ETHICS, will affect the grade. Any absent day will result in a ZERO for that day. A minimum of 80% is required.

WEEKLY – DAILY GRADE / EXAMPLES:

M	T	W	T	F	AVERAGE
85	95	90	92	95	91.4

PRACTICAL FINAL AVERAGE

Total weekly average divided by weeks = Practical Final Average

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Student progress will be informally monitored at the end of each course. This process is conducted for ALL students. A formal Academic review will occur at the conclusion of each Module. In order for a student to graduate on time, remain in good standing and avoid the possibility of additional tuition cost they must maintain SAP standards, which consists of both qualitative and quantitative elements. All requirements for maintenance of SAP, whether for transfer, readmitted, or active students, must be completed within the constraints mandated by "maximum time frame". The maximum time frame may not exceed 150% of the length of the program (measured in clock hours) as stated in the catalog.

Students that are receiving VA Educational Benefit will be terminated from their educational benefits if they do not meet the attendance policy or standards of the program.

QUANTITATIVE ELEMENT

An evaluation period is defined as one (1) Module. During each evaluation period students are required to maintain a minimum 80% academic average. Commercial Diving Technologies, LLC specific program requirements attendance rate is 90% cumulatively during the course or must be evaluated in a ratio of "attempted" to "earned" hours.

If a student fails to meet the quantitative (attendance) element, he or she will be placed on probation and required to make up missed time by the end of the next module. Administrative withdrawal from the program will result if the student does not achieve SAP during the probationary period.

QUALITATIVE ELEMENT

Students are required to maintain a minimum of 80% academic average at the end of each evaluation period. The qualitative element of SAP will be evaluated at the mid-point and end of their program.

A student who achieves less than a score of 80% on a written or practical quiz/examination will be required to retake the quiz/examination within five (5) school days. Provided a passing grade is achieved (80% or greater) for the retake, the maximum score given for the quiz/examination will be 80%. Students failing the examination retake will be required to repeat the entire module. If, after repeating the module, the student still fails the examination, that student will be administratively dismissed from the program. In addition to module examinations, both a mid-point and final assessment is administered, and these are subject to the same 80% pass rate. A student must achieve a passing score on all module examinations before they will be allowed to take the mid-point or final assessment. No failures are permitted for either mid-point or final assessment. The exception to this rule is that a student, at the sole discretion of the Director of Education, may be administered an oral examination in lieu of the mid-point and/or final exam. Oral exams are subject to the same rules as written exams.

Students that do not achieve satisfactory academic progress at the midpoint evaluation will be placed on probation for a period of 1 module (5 weeks). Should the student fail to maintain an overall average of 80% while on probation, he/she will be counseled by the Director of Education, which may result in termination.

MAKE-UP WORK

Every effort will be made to accommodate a student who requires make-up work or for which a grade of "failure" or "incomplete" was earned. It is the responsibility of the student to make arrangements to complete the required work.

All makeup work must be completed within two (2) weeks of when the assignment was due, or the class was missed. A student may not sit for a final exam until ALL makeup work is completed and a satisfactory grade was earned. All dive time make-up required for graduation will be at the discretion of the Lead Instructor.

ACADEMIC PROBATION

Probation is the status assigned to a student after s/he fails to meet satisfactory Academic Progress standards. A probationary period may not exceed one Module or 5 weeks. In the event that a student fails a test, the student is entitled to two retakes. Should a student fail both retakes for a subject in the first 4 weeks of training, CDT will place the student on academic probation and move the student back to the next class that has space available.

If failing a test causes a student to fail, the week without contributing absences the student qualifies to retake the test. Retake test scores have been capped at 80% no matter if the retake test score was higher.

APPEALS POLICY

Appeals to this policy must be made to the Director of Education Office.

Students who have been dismissed may appeal **in writing** within five (5) school days.

The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress.

1. The Director of Education will review the appeal and the student will be notified in writing within five (5) school days of the decision.
2. The appeal decision is final.
3. Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set forth.

4. At the end of the evaluation period, the student's academic status will be reviewed.

INCOMPLETE POLICY

Time missed due to absences must be made up in order to pass the subject. An incomplete will be given for any week(s) where a student did not complete the week(s) due to absences or insufficient academic performance

Should a student receive an incomplete for any week(s) of training, the student will be notified by the next month's evaluation. During the finals week the student will be given the dates following graduation that the subject will be available for makeup. In this case, all Certifications will be held until satisfactory completion of makeup work has been completed.

Should a student choose not to make up the time missed, the incomplete grade will be turned in to a failed grade for the week(s) in question.

If the time missed due to absences causes the student to miss more than 10% (90 Hours) of the total program, the excess time must be made up in order to graduate.

FAILURE POLICY

Unexcused absences in any subject week may result in a failing grade for that week. Time missed will be made up after graduation and students will be charged for additional time based on the following rate: USSD = \$183 per day; NSSD = \$200 per day. All Educational Objectives must be passed in order to receive a Divers Certification Board of Canada (DCBC) Certification.

Students that fail a subject may appeal in writing to the director of education.

A weekly grade of 80% will be awarded if the student achieves a passing score.

All student requests for makeup classes after the students scheduled graduation date must be submitted to the director of education within one week of the student's notification of failed week.

GRADUATION REQUIREMENTS

All candidates for graduation must meet the following criteria to receive certifications:

1. Satisfactory attendance record in accordance with the attendance policy.
2. Successful completion of all required practical, lab, and academic course work
3. A minimum cumulative percentage of 80% or higher
4. Has fulfilled all financial obligations

If a student fails to fulfill the requirements listed above, he/she will not be permitted to obtain job placement assistance. Further, no certificates of achievement will be issued and no transcripts will be released for students who are not in good financial standing.

CERTIFICATION

Upon meeting all requirements for graduation as set forth in this catalog in effect at the time of entrance into the program, the graduate will be awarded a certification.

Unrestricted Surface Supplied Diver from Diver Certification Board of Canada (DCBC)

Tender/ Diver Certification from Association of Diving Contractors International (ADCI)

CPR/First Aid, AED & O₂ Provider Certification

NDT / MPI from Commercial Diving Technologies Institute

Topside Welding for Divers from Commercial Diving Technologies Institute

Underwater Welding from Commercial Diving Technologies Institute

Basic Offshore Survival from Commercial Diving Technologies Institute

Job Safety Hazard Analysis from Commercial Diving Technologies Institute

Rigging from Commercial Diving Technologies Institute

Hat and Equipment operator training from Commercial Diving Technologies Institute

*******No certificate will be awarded until ALL academic, attendance and financial requirements have been satisfactory met.**

STUDENT SERVICES

STUDENT RECORDS

All pertinent information within records and files of past and present students will be held at the Commercial Diving Technologies Institute in a locked storage space for 10 years.

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

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

ACCESSIBILITY TO RECORDS

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

Accessibility to Records Procedure

1. Request for viewing documentation must be made in a timely fashion.

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

SCHOOL RECORDS DISCLOSURE POLICY

CDT generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally, Identifiable Information (Directory Information) and academic information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or Colleges or in the following circumstances:

1. Directory information (see below)
2. To a parent or guardian regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
3. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
4. To appropriate parties in health or safety emergencies.
5. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities.
6. To comply with a judicial order or lawfully issued subpoena.
7. To officials of CDT who have been determined by the school to have legitimate educational interests in the records. A school official is a) person employed by the school in an administrative, supervisory, academic or research, or support staff position; or b) any school official who needs information about a student while performing instructional, supervisory, advisory, or administrative duties for CDT has a legitimate educational interest.
8. To organizations conducting certain studies for or on behalf of the school.
9. To an alleged victim of a crime of violence or a non-forcible sexual offense, the results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense. In addition to the victim of a crime of violence or non-forcible sexual offense, the School may disclose to other persons the final results of the disciplinary proceedings described in above, but only if the School has determined that a student is (a) the perpetrator of violence or a non-forcible sexual offense, and (b) that the allegation results in a violation of the Institution's rules or policies. The school, in such instances, may only disclose the name of the perpetrator -not the name of any other student, including a victim or witness - without the prior written consent of the other student(s).

DIRECTORY INFORMATION

CDT designates the following information as directory information (personally identifiable information) which may be disclosed without the student's consent:

- Student's name
- Address: Local, e-mail and web site
- Telephone number (local)
- Program of study
- Participation in officially recognized activities
- Dates of attendance
- Certificates awarded
- Photograph of the student, if available
- Enrollment status (i.e., enrolled, continuing, future enrolled student, re-entry, withdrawn)
- Correction of Educational Records

Students have the right to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must submit a request in writing to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. CDT may either amend the record or decide not to amend the record. If CDT decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, CDT will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of CDT. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. CDT will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
5. If, because of the hearing, CDT decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly and (b) inform the student of the amendment in writing.
6. If, because of the hearing, CDT decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.

ACADEMIC ADVISING AND STUDENT COUNSELING

The Director of Education is available to help students with academic issues and refer them to instructors who can assist with tutoring. If the student requires personal counseling the Director of Education who will assist the student or make appropriate referrals to community resources. The Director of Education will help students manage their budgets and investigate part time employment opportunities.

STUDENT SATISFACTION

Commercial Diving Technologies Institutes student satisfaction feedback system is an ongoing effort to obtain feedback from students in a systematic way.

Student satisfaction reflects the effectiveness of all aspects of the educational experience. Students are satisfied through certifications earned and employment achieved. Student satisfaction is the most important key to continued learning and success. All feedback forms and surveys are reviewed by the General Manager.

STUDENT COMPLAINTS

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

ACCET COMPLAINT PROCEDURE

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

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

1. Complaints should be submitted in writing (by email to mail) to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
 - a. Name and location of the ACCET institution
 - b. A detailed description of the alleged problem(s)
 - c. The approximate date(s) that the problem(s) occurred
 - d. The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students.
 - e. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET.
 - f. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
 - g. The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution). Send to:

ACCET
CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N. Street, NW
Washington, DC 20036
Telephone: (202) 955-1113
Fax: (202) 955-1118 or (202) 955-5306
Email: complaints@accet.org
Website: www.accet.org

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

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

PART-TIME EMPLOYMENT

Some students may require a part-time job to help finance their training. It is strongly recommended that students limit any part-time work to Saturday and Sunday only, so as to not interfere with class and study schedules.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 also known as the Buckley Amendment was passed by Congress. It is a federal law protecting the privacy of educational records by establishing student rights to inspect, review their educational records and to provide protection guidelines through informal and formal hearings.

Rights guaranteed to students:

- The right to review and inspect their educational records.
- The right to request, amend and insert their records.
- The right to limit disclosure of personally identifiable information contained in their student records.
- The right to file a complaint to the United States Department of Education.

No Student information of any kind will be distributed without a Student Consent for Release of Records signed by the student.

The name and address of the Office that administers FERPA is listed below:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, DC, 20202-8520

CAREER SERVICES

CAREER COUNSELING

Commercial Diving technologies, LLC maintains a career counseling and job assistance service. Through its many contacts throughout the related industries, the school is committed to assisting graduates with finding entry-level employment. Further, Commercial Diving Technologies, LLC also extends this service to its alumni. Commercial Diving Technologies, LLC does not guarantee students employment upon graduation.

COMPLETION / PLACEMENT RATES

(January 2020 – December 2020)

Placement rates are the percentage of graduates from a given program who have acquired jobs within their field of study.

Unrestricted Surface Supplied Diver Program

Completion rate – 100% Placement rate – 93%

National Surface Supplied Diver Program

Completion rate – 96% Placement rate - 83%

Underwater Burning Specialist Program

Completion rate – 100% Placement rate - 100%

OCCUPATIONAL PROFILES

In accordance with the U.S. Department of Education's regulations the U.S. Department of Labor's Standard Occupational Classification (SOC) code can be found at the Department of Labor's web site.

<http://www.onetonline.org/link/summary/49-9092.00>

Detail for CIP Code 49.0304

Title: Diver, Professional and Instructor.

Definition: A program that prepares individuals to apply technical knowledge and skills to function as professional deep-water or scuba divers, diving instructors, or diving support personnel. Includes instruction in the use of diving equipment and related specialized gear; diving safety procedures; operation and maintenance of underwater life-support systems; underwater communication systems; decompression systems; underwater salvage; exploration, rescue, and photography; and installation and fitting of underwater mechanical systems and their maintenance, repair or demolition.

These occupational profiles are generated when cross-referenced with each program's Classification of Instructional Programs (CIP) code. CIP codes are required by the Department of Education for every degree program to help the Department of Education track various outcomes for academic programs. CIP began in 1980 and is updated every 10 years. The most current CIP codes are based on data from 2000. Since many of our programs place our graduates in fields that developed in the last two decades, the occupations represented in the list may not fully reflect the content or objectives of our programs. Decompression systems; underwater salvage; exploration, rescue, and photography; and installation and fitting of underwater mechanical systems and their maintenance, repair, or demolition.

CAREER OPPORTUNITIES

Graduates of Commercial Diving technologies, LLC are prepared to perform most tasks that are required by diving contractors. The objective of the program is to prepare the student for employment and how to be a safe and competent diver that understands what is expected and what to expect in the diving industry. Although it is impossible to guarantee each student a job or a specific wage rate, the school works diligently to provide appropriate leads and arrange specific interviews. Commercial Divers are employed into the diving industry performing a wide array of tasks.

*****Commercial Diving Technologies Institute DOES NOT guarantee employment.**

TRANSPORTATION WORKER IDENTIFICATION CREDENTIAL (TWIC)

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

STUDENT CONDUCT

CODE OF CONDUCT

Students at CDT are expected to conduct themselves in a professional manner at all times. Any student found to have committed acts of misconduct will be subject to disciplinary action up to and including termination. Violations of the student conduct policy include, but are not limited to, the following: Noncompliance may result in disciplinary action that may include suspension or **dismissal** from the program. Refusal to submit to drug or alcohol testing when demanded will result in immediate dismissal from the program.

- Students who fail to follow the policy will receive outlined consequences.
- CDT will be progressive and follow policy requirements to address student behavior.
- CDT's Student Management is implemented by school administrators, instructors, deckhand etc.
- Instructors will be expected to communicate behavior policies to students throughout the school period.

- Instructors will also be expected to determine and respond appropriately to classroom managed-vs.-office managed behaviors.

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

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

In addition, failure to adhere to the attendance policy, unsatisfactory academic performance and default in the payment of an obligation constitutes grounds for termination.

ALCOHOL AND DRUG POLICY

CDT is an alcohol and drug free facility. Violations of this Policy will NOT be tolerated. The institute provides a learning environment that promotes the safety and well-being of its students and staff. The training entails strenuous and dangerous activities which require a student to be alert and have a clear mind at all times. Alcohol and drug abuse are dangerous because it leads to physical impairment, loss of judgment, safety violations and the risk of injury, poor health or even death. In keeping with this Policy, the use, manufacturing, distribution, sale, purchase, sharing or possession of illegal drugs, drugs obtained illegally, paraphernalia and/or alcohol is strictly prohibited at any facility or location owned or operated by the Institute. In addition, arriving at the institute under the influence of ANY drug or alcohol is also prohibited.

In order to adhere to this policy, all students and staff must submit to random drug testing. Individuals in violation of the drug and alcohol policies, or who refuse to be tested or fail any random drug test by CDT could be subject to the following disciplinary actions:

- Review by the Board of Directors
- Possible suspension from the program
- Possible expulsion from the program

It will be the responsibility of all students and staff to notify the appropriate individuals when taking medication (prescribed or not) that may adversely affect the individual's performance and/or cause harm to him/herself and/or others. If a doctor prescribes medication for you, you must provide the prescription or a doctor's note as proof of documentation.

In keeping with the basic mission, CDT recognizes that its primary response to issues of alcohol and drug abuse must be through educational programs, as well as through intervention and treatment efforts. The alcohol and drug policy are distributed annually to all faculties and staff, and copies are available to students upon request. CDT reserves the right to request a drug test.

COPYRIGHT POLICY

It is the policy of the CDT that no student or instructor may copy, reproduce or distribute any materials except as expressly permitted or with the written consent of CDT or the copyright holder or as otherwise permitted under Federal law. Willful infringement may subject a student or instructor to discipline and/or termination.

Students should honor copyright laws when sharing information as part of their learning process, including articles, quotes, videos and other materials covered under federal law. According to law, students may incorporate portions of copyrighted materials when producing a project for a specific module.

Contractually protected and/or copyrighted computer software shall not be improperly copied, distributed or used by its students or instructors. CDT's educational and administrative computing staffs will only install original software (not from copies) to ensure legal compliance to the permissions granted by the rights holder.

Instructors, staff and other employees who willfully disregard this Copyright Policy, place themselves individually at risk of legal action. In such cases, CDT may refuse to defend the employee named in the court suit and in these suits the employee may incur personal liability.

Copyright infringement may result in civil and criminal penalties, including damages of up to \$150,000.00 per infringed work, fines up to \$250,000.00 per offense and/or imprisonment of up to five years. For complete information on copyright laws, view the U.S. Copyright Office website at www.copyright.gov and www.copyright.gov/help/faq.

DRESS CODE POLICY

Students should practice good personal hygiene and present a clean and neat appearance while on campus.

- CDT T-shirts (required during school hours)
- Boots
- No large tears or holes in clothing
- Long pants or shorts; no baggy pants (safety hazard)
- No loose jewelry or body piercings
- Free of odors (perfumes, cigarettes)

Diving Station Dress Code Policy

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

- Students will wear safety gear at all times:
 - Personal Floatation Devices (PFD)
 - Hard hat safety glasses Other gear as instructed
- Any unsafe equipment must be reported immediately: Equipment or gear in need of maintenance or repair must be tagged with a written explanation
- Tobacco of any kind is not allowed in the classrooms, work areas or on the dive stations; only in the designated area
- All accidents must be reported to an instructor immediately
- When operating the hyperbaric chamber, no metals of any kind may be worn; all clothing must be 100% cotton with no metal buttons, tabs or clips. Women need a sports bra with no clasp or under wire

CELL PHONE POLICY

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

If a student needs to be reached for an emergency, he or she can direct calls to the main office. Institute staff members will forward the message of the call to the student promptly.

Students are allowed to utilize their phones during lunch break.

If a student violates this policy, the phone will be confiscated and held in the administrative offices and returned at the end of the day.

MEDICAL CONDITION POLICY

Students must schedule doctor's appointments after school hours, unless school related.

A student who cancels or takes a leave of absence for medical reasons must provide documentation (original copies) from a physician within 24 hours. The student may provide a copy of the doctor's note with given instructions on the drug and all side effects.

Students are required to notify their instructor or the Administration office when taking medication that may adversely affect the individual's performance and/or cause harm to themselves and/or others. The student must also have a release from the physician to return to class that states the student is fit for diving and hyperbaric activities. This will be done at the student's expense.

If the student is not able to dive for five consecutive days for medical reasons, the institute will evaluate whether the student can continue with the school or if the student will need to begin the program again with the next available class. The student must have a medical clearance from the doctor to return to class.

SEXUAL HARASSMENT POLICY

Commercial Diving Technologies Institute strives to maintain an academic and work environment that protects the dignity and promotes the mutual respect of all students and employees. If any student feels that an employee or instructor of CDT has acted inappropriately, a written complaint should be made directly to the Administrative office of the Institution. Students are encouraged to call the main office at (352) 209-1234 immediately with any complaints.

CAMPUS SAFETY AND SECURITY

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

PUBLIC SAFETY SERVICES

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

Law enforcement activities on campus are supplemented by mutual aid agreements with local police agencies. Think and practice crime prevention; report any crimes or suspicious situations to the administrative office (352) 209-1234.

REPORTING EMERGENCIES AND CRIMES

All members of the institution share responsibility of preventing crime. Please report crimes, suspicious activities and emergencies occurring on campus to the admin office immediately (352) 209-1234. If the administration office cannot be reached, please contact the local police by dialing 911. When calling to report an issue, please provide as much information as possible:

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

EMERGENCY ALERT SYSTEM

Upon the confirmation of a significant emergency or dangerous situation occurring on campus and involving an immediate threat to the health or safety of the campus community, CDT's Emergency Alert System will be activated. The Emergency Alert System (EAS) includes the following components:

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

EMERGENCY EVACUATION AND DRILLS

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

EMERGENCY OR UNSCHEDULED CLOSURES

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

FIREARMS

In an effort to ensure a safe and secure environment for all members of the campus community, firearms are not allowed in any building, premises or property owned, operated or controlled by CDT except where allowed by law for law enforcement or military purposes.

CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act requires states to ask registered sex offenders if they are employed at an institution of higher education.

PREVENTING OR REPORTING SEXUAL ASSAULTS

“Sexual Assault” is defined as rape or any actual or attempted nonconsensual or forcible sexual touching. Nonconsensual sexual assault includes those situations in which the victim is unable to consent. Consent requires speech or conduct indicating a freely given agreement to have intercourse or participate in sexual activities.

In sexual assault cases involving a student, CDT may impose an interim (immediate) suspension, which means the accused cannot attend classes or be on campus until an administrative hearing is held (within 10 days). In other cases, the accused may be permitted to continue attending classes pending a final decision from the Head Administrator; if the recommendation is suspension or expulsion (from the institute), an administrative hearing will also be held. The administrative staff takes all complaints of sexual assault seriously and will actively assist students, faculty and staff in dealing with matters of this type through civil and criminal means.

Responding to a Sexual Assault

- Memorize as much detail as possible about the attacker
- On campus: immediately report the incident to the Head Administrator; Off campus call 911.
- Do not bathe, shower, douche or urinate
- Do not change clothes, if it can be avoided. If changing clothes is necessary, secure your changed clothes inside a paper bag, not plastic.
- Do not eat, drink, smoke, rinse your mouth or brush your teeth. These actions may destroy evidence.
- Do not disturb the crime scene(s).
- You may call and request medical transportation without divulging that you have been raped. Even if you choose not to become involved with the police, you should seek medical assistance.
- You are strongly encouraged to go through the rape protocol exam for medical attention and for the purpose of preserving important physical evidence of the assault. The rape protocol exam should be done as soon as possible. Physical evidence can be obtained up to 72 hours after the assault. However, as time passes, the quality of the evidence diminishes.

What happens when a sexual assault is reported to CDT?

- The Head Administrator will respond to your location on campus, ensure that you are safe and provide you with emergency medical assistance. Any information provided will be kept in strict confidence.
- The Head Administrator will ask you questions about the assault (location and time of the assault, description of the accused etc.). You may request to speak to a female or male staff member. Local law enforcement may become involved depending on the circumstances surrounding the incident.
- The Head Administrator will protect the crime scene, contact local law enforcement as appropriate and assist in the collection and preservation of evidence.
- The administrative office will contact and escort you to an appropriate medical facility.
- The administrative office will treat you and your case with sensitivity, understanding and professionalism.

ACTIVE SHOOTER

In the event of an active shooter entering the school campus, CDT staff will alert each other by way of triggering a silent distress signal. Students and staff are expected to be aware of the following:

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

How to Respond During an Active Shooter Incident

RUN

- Have an escape route and plan
- Leave your belongings behind

HIDE

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

FIGHT

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

How to Respond During an Active Shooter Incident

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

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

all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

Information You Should Provide to Law Enforcement or 911 Operators

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

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

ON CAMPUS HOUSING

CDT does not offer on campus housing at this time. The following regulatory disclosures are not applicable: Missing Student Notification Policy, Fire Log and Annual Fire Safety Report. CDT assists students finding off-campus housing. Please call Admissions Offices for details.

HEALTH SERVICES

First aid emergency medical supplies are strategically located in and near the classrooms and on all of the dive stations.

HEALTH AND SAFETY EXEMPTIONS

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

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

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

Patriot Act changes to FERPA: In response to the terrorist attacks on the United States that took place September 11, 2001, Congress made changes to FERPA. Section 507 of the USA Patriot

Act amended FERPA, which now contains 16 exceptions to the general rules. Public Law 10756; DCL April 12, 2002