

# CDA TECHNICAL INSTITUTE



## CATALOG

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**CDA Technical Institute, Inc.**

**Catalog**

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**CDA Technical Institute – Jacksonville**

**[www.cda.edu](http://www.cda.edu)**

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

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## GENERAL INFORMATION

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### OWNERSHIP

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The school is owned by CDA Technical Institute, a corporation formed under the laws of the State of Florida.

### OFFICERS/OWNERS

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President: Captain Ray Black

Partner: Allen Garber

### GOVERNING BODY

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CDA Technical Institute  
91 Trout River Drive  
Jacksonville, FL 32208

### HOURS OF OPERATION

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The administrative office is open Monday through Friday 9:00 am to 5:00 pm.

### MISSION STATEMENT

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CDA Technical Institute is a post-secondary school designed to provide the diving, inspection, maritime, medical industries and electrical industries with entry level personnel, who excel in superior knowledge, skill, safety, and work ethic. Our training is comprehensive, rigorous, and designed with individual student career objectives, abilities, and interests in mind.

Jacksonville is "Where Florida Begins" and the campus is located on the Trout River, a tributary of the St. Johns River. The faculty consists of educators with years of experiences in their fields of expertise. Small class sizes (25 students to 1 instructor) allow for individualization in an environment that fosters academic learning and practical hands-on instruction.

CDA Technical Institute is keenly aware of its responsibility in promoting an unyielding commitment to the highest standards of safety and offering the most up-to-date methods and practices in the field. To this end, the school is committed to continuing to develop and maintain industry connections and making use of various technology and training resources.

## GOALS

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In order to fulfill its mission, CDA Technical Institute seeks to provide a comprehensive post-secondary instructional program, which includes:

- an occupational-technical program designed to develop marketable skills
- academic and student support services designed to assist students in setting and/or attaining their educational and career goals
- quality instruction by employing experienced personnel and encouraging professional development
- a real-world environment and an educational climate that facilitates personal growth
- physical facilities to house all activities and allow for future expansion and growth
- a positive school image through use of the media, cooperation with external services and government agencies
- Continuous evaluation on all aspects of the school's operations.

## ACCREDITATION

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CDA Technical Institutes' multiple sites in Jacksonville and Ocala's auxiliary site are 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.

## APPROVALS

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The institution is licensed to operate as a private school and is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding the institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

CDA Technical Institute has approval to engage in the following:

1. Enroll international applicants under Title 8 of the Code of Federal Regulations, Subchapter B Immigration Regulations Nonimmigrant Classes, United States Department of Justice, Immigration Service.



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## MEMBERSHIPS/AFFILIATIONS

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

- Florida Association of Post-Secondary Schools and Colleges (FAPSC)
- Association of Commercial Diving Educators (ACDE)
- National Academy of Scuba Educators (NASE)
- National Center for Construction Education and Research (NCCER)
- National Board of Diving and Hyperbaric Medical Technicians (NBDHMT)
- Undersea Hyperbaric Medical Society (UHMS)
- American Welding Society (AWS)
- American Society of Non-Destructive Testing (ASNT)
- Florida Department of Health, Bureau of Emergency Medical Services
- PEC Safety for Safe Gulf/Safe Land

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## HISTORY OF CDA TECHNICAL INSTITUTE

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Commercial Diving Academy was established in 1995, in Gulf Shores, Alabama, in order to provide training and employable skills in the profession of commercial diving. The school was established by Ray Black in answer to the need for highly trained entry level commercial diver and the rare-existence of schools of this type. Commercial Diving Academy is the realization of his dream of sharing his over 25 + years of experience and training with others. Ray Black was born in Alaska and dedicated his life to working with the diving industry for almost two decades. He has been associated with worldwide commercial diving companies.

The school was relocated to our current location in Jacksonville, Florida in 2001. This move accommodated our growth and expansion to provide on-campus housing, a full cafeteria, direct waterfront access and multiple offices and classrooms. In 2009, Commercial Diving Academy earned accreditation from the Diver Certification Board of Canada to offer an internationally-recognized diver certification.

In June 2010, the school added the Maritime Welding Program in answer to a local industry demand for topside welders with specific skills and knowledge of the maritime industry. With our commitment to improve and develop associated programs, additional programs were added, which initiated the school's name change to CDA Technical Institute.

In November 2019 CDA Technical Institute had its first class start in the Voltage Line Worker program.

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## CAMPUS FACILITIES AND SETTINGS

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The main campus is located on over 5 acres with over 500 feet of waterfront. Our training sites have the unique advantage of being situated along major bodies of water. The banks of the St. Johns River are home to the Jacksonville site, which are only a few miles from the Atlantic Ocean. The campus provides inland and open-water diving experiences. The site is equipped with multiple classrooms, dormitory, cafeteria, computer lab with internet access, hyperbaric and decompression facilities, administrative offices, student and staff parking and school/dive store. Additionally, training areas include a maritime welding training area, welding/cutting, underwater construction projects, multiple complete dive stations, ship husbandry, and non-destructive testing for divers.

The East Campus houses the Voltage Line Worker Classroom on 1.7 acres. There is a 2,500 sq/ft building that houses the 2 indoor classrooms and faculty office, along with 4 outdoor classrooms/lab areas in 3,200 sq/ft where there are both wooden poles and non-wooden polls for climbing and a 900 sq/ft building for Equipment and tools.

The South Campus has no permanent structures and functions as a practical lab area for the Voltage Line Worker Program with a CDL Driver's course, a crane area, and wooden poles for climbing and cable runs.

The Deep-Water Training Center is the freshwater dive site for the Ocala auxiliary site, which is equipped with a classroom, dorms, dining area, an air/mixed gas blending station, and a hyperbaric chamber. This site has the ability to offer continuing diver education and training programs.

Jacksonville is geographically the largest city in the contiguous United States. It was settled in 1816 and named for Andrew Jackson. Jacksonville is a major deep-water port of entry and manufacturing center. Tourism and the United States Navy operations are vital to the city's economy. Cultural facilities include the Jacksonville Museum of Science and History, the Jacksonville Art Museum, and the Cummer Gallery of Art. Jacksonville is the seat of Jacksonville University, the University of North Florida, Edward Waters College, Jones College and home of the Jacksonville Jaguars and Jacksonville Jumbo Shrimp.

Ocala is located in north-central Florida in the heart of thoroughbred horse-racing country. Ocala began undergoing rapid growth in the 1970s with the development of Interstate 75 and the founding of Disney World in Orlando. In the last decades of the twentieth century, the greater Ocala area experienced one of the highest growth rates in the country for a city its size.

The establishment of CDA Technical Institute in Jacksonville was highly significant in meeting the needs of the maritime industries. With this demand continuing to rise, CDA Technical Institute is confident that it can assist the industry by supplying highly-trained and certified entry-level employees.

## ADMISSIONS

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### NON-DISCRIMINATION, EQUAL OPPORTUNITY, & TITLE IX STATEMENT

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CDA Technical Institute is committed to providing an inclusive and welcoming environment for all who interact with our institution. In building this environment, we strive to attract students, faculty and staff from a variety of cultures, backgrounds and life experiences. While embracing these concepts, including our obligations under federal, state and local law, CDA is equally committed to ensuring that educational and employment decisions, including but not limited to recruitment, admission, hiring, compensation and promotion, are based on the qualifications, skills, and abilities of those desiring to work, study, and participate in our community.

To accomplish this intent, CDA shall not commit or permit discrimination or harassment on the basis of genetic information, race, color, religion, age, sex, disability, gender identity/expression, sexual orientation, marital status, national origin or veteran status in any educational, employment, social or recreational program or activity it offers. Similarly, CDA will not commit or permit retaliation against an individual who complains of discrimination or harassment or an individual who cooperates in an investigation of an alleged violation of CDA regulation. In exercising these standards, the Institution will not abridge either free speech or academic freedom based on its context.

CDA complies with the Americans with Disabilities Act and does not discriminate against or deny admission to qualified individuals with disabilities, including the presence of any sensory, mental or physical disability unless such disability is determined by a medical authority cognizant to render an individual not physically qualified to complete our Air Mixed Gas Commercial Diving Program or Voltage Line Worker Program. This policy applies to both our admissions practices and our educational programs. Students with disabilities who are determined as physically qualified to enroll in our program may request reasonable accommodations for disabilities from the Vice President or Campus Director. CDA will work with students to provide reasonable accommodations for students with disabilities within the scope of our training program and safety procedures.

The CEO has delegated to the Campus Director the authority and responsibility to receive and investigate situations or conduct alleged to be in violation of the Institutions Non-Discrimination, Equal Opportunity and Sexual Misconduct regulation. Accordingly, any member of the CDA community who believes that they have been subjected to discrimination, discriminatory harassment, retaliation, or sexual misconduct may seek guidance and/or file a complaint by contacting:

Linda Scott  
Campus Director and Title IX Coordinator  
91 Trout River Drive  
Jacksonville, FL 32208  
[lscott@cda.edu](mailto:lscott@cda.edu)  
904-766-7764 or 1-888-974-2232

## TITLE IX

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CDA Technical Institute complies with the requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. Sec. 1681, et seq., and subsequent regulations, which prohibits discrimination on the basis of sex in all programs and activities receiving federal financial assistance. CDA receives such assistance and complies with this law and its implementation of regulation at 34 D.F.R. Part 106 (<http://www2.ed.gov/policy/rights/reg/ocr/edlite-34cfr106.html>).

## OBJECTIVE/PHILOSOPHY

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Our primary objective is to prepare you for an entry-level career. The programs offered at CDA Technical Institute are designed to train commercial divers, scuba instructors, Voltage Line Workers, Hyperbaric Technicians and Dive Medical Technicians.

Our philosophy is to use small classes consisting of a maximum of thirty -five (35) students per session for classroom and practical training, which is ideal for the hands-on training that is offered through our programs.

## SCHOOL TOURS

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CDA Technical Institute invites all prospective students to schedule a tour of the school prior to enrollment. During the scheduled visit there will be an information session, an industry review for the program of interest and a walking tour of the campus.

Commercial Diving program tours are by appointment and conducted Monday, Wednesday, and Friday mornings at 9:00am. All other program tours are conducted Monday through Friday by appointment only.

All tours are scheduled with the Admissions Department. Please call (888)974-2232 or email [cda@cda.edu](mailto:cda@cda.edu) to schedule a tour and to hear all about "*The CDA Technical Institute Advantage*" and how it will benefit your career.

CDA prides itself on being committed to safety not just for our student and staff but to all those who visit the school. Therefore, we require all visitors that wish to tour the facilities have closed toed shoes, we will provide the proper PPE including Hard Hats, Safety Glasses, and PFDs.

## GENERAL ADMISSION REQUIREMENTS

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Each Applicant must:

1. Be at least 18 years of age (with parental consent, age 17), be a High School graduate or possess a GED (proof required) and submit the following in order to be admitted to CDA Technical Institute:
  - Proof of date of birth
  - Proof of education – submit copy of the high school diploma, high school transcript, or recognized equivalent (GED). Academic records not in English must be accompanied by an official and certified translation. Please contact Admission Representative for further guidance.

- Proof of health insurance or signed waiver.
- 2. Consent to an interview by the Admissions Department and demonstrate the desire and ability to graduate and go to work.
- 3. Complete and sign an Enrollment Agreement Form.

Submit a non-refundable application fee of \$100.00. Complete the enrollment process for program of choice.

The school will process the application when all required materials are received; applicant will be notified within three (3) working days. Applications are available on the website [www.cda.edu](http://www.cda.edu) or may be requested by contacting:

In writing:

CDA Technical Institute  
C/o Admissions Department  
91 Trout River Drive  
Jacksonville, FL 32208  
904-766-7736 (phone)  
888-974-2232 (Toll Free)  
904-766-7764 (Fax)

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## PROGRAM-SPECIFIC ADMISSION REQUIREMENTS

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### AIR/MIXED GAS COMMERCIAL DIVER REQUIREMENTS:

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- Complete and sign Medical History Form,
- Pass a physical examination administered by a physician who is certified through the Undersea Hyperbaric & Medical Society (UHMS) and approved by the Diver Certification Board of Canada (DCBC). The physical is available on the first day of school or the list of approved physicians can be found on our website under Admissions tab,
- Pass the U.S. Navy Standard Pressure Tolerance Test. This test is given during the first week of class at CDA Technical Institute's Hyperbaric Chamber facility. This test is to ensure that the applicant can equalize freely under pressure. If a student is unable to pass this test, fees and tuition will be refunded according to the refund policy
- Must be able to swim
- Mechanically inclined

\*Many companies and all port workers are now required to carry a Transportation Worker Identification Credential (TWIC) card. Find information about disqualifications that would prevent you from obtaining a TWIC card by visiting [http://www.tsa.gov/what\\_we\\_do/layers/twic/index.shtm](http://www.tsa.gov/what_we_do/layers/twic/index.shtm).

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### ALL MEDICAL PROGRAM REQUIREMENTS:

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- Pass a Tuberculosis Test and a physical; both available on the first day of school or can be done by any physician's Office.
- Many employers in the medical field require a criminal background check. Please check with our admissions office for details.
- In addition to the General Admission Requirements, applicants for the Hyperbaric Technician elective require a medical background (i.e. EMT, Monitor Tech, Respiratory Therapist, RN, LPN, PA, etc.). A diving background is also helpful but not required.
- The prerequisite for the Dive Medical Technician course is Certification as an Emergency Medical Training (EMT) or higher medical training.

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### VOLTAGE LINE WORKER REQUIREMENTS:

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- Pass a Department of Transportation (DOT) physical, which is available on the first day of school or can be done by any doctor who conducts DOT physicals.
- Mechanically inclined

\*Many companies and all port workers are now required to carry a Transportation Worker Identification Credential (TWIC) card. Find information about disqualifications that would prevent you from obtaining a TWIC card by visiting [http://www.tsa.gov/what\\_we\\_do/layers/twic/index.shtm](http://www.tsa.gov/what_we_do/layers/twic/index.shtm).

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### INTERNATIONAL APPLICANTS

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CDA Technical Institute is authorized under federal law to enroll international students. International applicants are advised to begin the admission process at least six months prior to the time they wish to enroll because of delays related to the visa approval process.

All courses are taught in English. In addition to meeting the General Admission requirements listed above, International applicants must demonstrate English language proficiency, plus satisfy program-specific requirements. Proficiency can be determined by the student achieving an intermediate score on the Test of English as a Foreign Language (TOEFL). For information on the test, applicants may:

Contact the U.S. Embassy in their home country

Write to: TOEFL, Educational Testing Service  
Box 899  
Princeton, New Jersey 08540-6200

Go to [www.toefl.org](http://www.toefl.org) for more information

In addition to the general admission requirements, international applicants are also required to submit the following:

1. Provide a copy of current passport (the page with the name and the picture). The passport needs to be valid for at least 6 months after the expected graduation date,
2. Submit proof of funding,
3. Obtain a Student Visa.

**Note:** *Immigration I-20 application forms will be paid at applicant's expense:*

*Application needs to be completed to obtain a student M-1 visa. This form is not issued until the applicant has completed the following:*

- a) *submitted all required documents*
- b) *been officially accepted by CDA*
- c) *paid Application fees*

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## ADD/DROP PERIOD

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CDA utilizes the five days following each start, designated as add/drop period, to continue enrolling prospective students. Prospective students may be conditionally accepted during the first 3 days of the add/drop.

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## TRANSFER OF CREDIT

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The acceptance of transfer of credits from CDA Technical Institute to another institution is solely at the discretion of the receiving institution. Should the student be considering transferring credits earned, he or she should check with the institution at which he or she is planning to attend to see if that institution will accept credits from CDA Technical Institute before attending our institution.

Assistance will be giving to students requesting to transfer credit out to another institution.

1. Students will be giving a copy of their transcript within 24 hours of request. (charges apply)
2. Students may request assistance with reviewing the catalog of the accepting school.
3. Students may request assistance with contacting the school directly to help the student answer any questions they may have.

Credit for previous training or education will be taken into consideration by the Campus Director.

Credit is granted after an evaluation of previous training at the sole discretion of the Campus Director. When considering requests for transferring credit for previous training into a CDA Technical Institute program the following rules will apply:

1. All request must be in writing – see Credit for Previous Education, Training, Work Experience, or CLEP form.

2. Request for transfer of credit must be made any time before class starts or within five (5) days of class start.
3. In order to consider awarding credit for previous training, the request must be accompanied by proof of completion of the course with a C+ or better. Proof can consist of one, or more, of the following:
  - a. Certificate of Completion within the last seven years.
  - b. An official Transcript
4. A copy of one of the following *may be* required in conjunction with item(s) 3a/3b above:
  - a. School catalog
  - b. Course syllabus
5. Only grades of C+ (or numerical equivalent 75%) or above will be considered for transfer
6. Credit awarded for courses taken elsewhere (hours transferred) will not exceed 25% of the total hours of the program for which credit is awarded.
7. As CDA Technical Institute programs are highly industry oriented, testing out of any course in a CDA Technical Institute program is not permitted.
8. CDA Technical Institute is a "clock-hour" school and its programs consist of individual courses. Additionally, all programs are exceptionally industry unique. CDA Technical Institute will only award credit for those courses that were completed from institutions offering programs that are industry specific.
9. Courses completed in a non-traditional venue (such as military courses) are eligible for consideration if they meet all of the other criteria for transfer of credit.
10. Credit transfers may have ramifications on Title IV funding. Any credit accepted by CDA Technical Institute will not be eligible for Title IV funding.

CDA Technical Institute may accept credit earned at another institution only if that institution is accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation (ACCET), unless the institution can demonstrate a compelling reason to ACCET, such as the fact that although the institution is not accredited, its programs align and are consistent with established recognized industry training standards. CDA Technical Institute will not use accreditation as the sole factor in determining the acceptability of the credits for transfer from the institution at which they were earned.

The Campus Director will review a request for transfer credit and inform the individual requesting the evaluation within five (5) days of receipt.

Should the request for transfer of credit be denied, the individual making the request may submit a written appeal to the Campus Director, detailing the factors that should be considered during the appeal process. The Campus Director will consider the appeal and inform the individual with five (5) working days.

If credit is granted, CDA Technical Institute will adjust tuition/fees on a pro-rata basis, i.e. if a student is granted credit for a particular course, the tuition/fees will be adjusted by the same percentage that that course represents against the entire length of the program. For example, if the course represents 10% of the total time, the tuition will be adjusted down by 10%.



## ACADEMIC CALENDAR

AIR/MIXED GAS COMMERCIAL DIVER			VOLTAGE LINE WORKER		
Classes for 2021			Classes for 2021		
Designation	Class Start	Graduation	Designation	Class Start	Graduation
0122	01/03/22	05/20/22	0122	01/03/22	06/23/22
0222	01/31/22	06/17/22	0222	01/31/22	07/28/22
0322	02/28/22	07/15/22	0322	02/28/22	08/25/22
0422	03/28/22	08/12/22	0422	03/28/22	09/22/22
0522	04/25/22	09/09/22	0522	04/25/22	10/20/22
0622	05/23/22	10/07/22	0622	05/23/22	11/17/22
0722	06/20/22	11/04/22	0722	06/20/22	12/15/22
0822	07/18/22	12/02/22	0822	07/18/22	01/12/23
0922	08/15/22	12/30/22	0922	08/15/22	02/09/23
1022	09/12/22	01/27/23	1022	09/12/22	03/09/23
1122	10/10/22	02/24/23	1122	10/10/22	04/20/23
1222	11/07/22	03/24/23	1222	11/07/22	5/18/23
Thanksgiving Break 11/24/22			Thanksgiving Break 11/24/22		
1322	12/05/22	04/21/23	1322	12/05/22	06/15/23
<b>0123</b>	01/02/23	05/19/23	0123	01/02/23	07/13/23

## SCHOOL CLOSURE AND HOLIDAY SCHEDULE

### 2022 School Closure dates

Thanksgiving Break 11/24/22

### School Holidays 2022

#### Campus Closed:

Thanksgiving Day – November 24, 2022

## PROGRAM OFFERINGS

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### GENERAL PROGRAMS

#### **Air/Mixed Gas Commercial Diver**

#### **Voltage Line Worker**

All NCCER courses follow the numbering system of NCCER, in the Air/Mixed Gas Commercial Diver Program; Diving courses are numbered D101 through D109 and DA101 – DV101.

NCCER core courses in the Voltage Line Worker follow the numbering system of NCCER. All other courses are numbered using the first 4 letters of the course title.

## CDA 1101 – AIR/MIXED GAS COMMERCIAL DIVER

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### LENGTH OF COURSE

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The Program of Study at CDA Technical Institute requires a minimum of twenty (20) weeks. The maximum number of weeks a student may participate in the training is thirty (30). Classes are in session Monday through Friday from 8:00AM – 5:00 PM and include a 30-minute lunch.

Practical Experience Hours	600
Classroom Hours	271
TOTAL CLOCK HOURS	871
Number of Weeks	20
Hours per Day	8.5

### **AIR/MIXED GAS COMMERCIAL DIVER**

CDA Technical Institute offers a competency based, comprehensive and rigorous commercial diving program that covers all the needed skill sets to succeed as a commercial diver.

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

- Surface supplied diving
- Salvage and recovery
- Diving equipment care and maintenance
- Dive physics and physiology
- Diving hazards and legislation
- Decompression and dive medicine
- Diver communication systems
- Hyperbaric chamber operations and medicine
- Underwater welding, cutting and burning
- Emergency management procedures
- In-land/coastal ship's husbandry
- Underwater construction techniques
- Nondestructive testing
- Rigging
- Underwater inspections and searches
- HAZWOPER
- Pipe and bridge inspection and repair
- PEC offshore safety (SafeGulf/Safeland)
- Night/24 Hour Dive
- Mixed Gas Dive

This training combines the Air/Mixed Gas Commercial Diver's knowledge with the advanced practical skills needed for certification. Our required 50 hours (3000 minutes) of in water bottom time experience give the CDA graduate the confidence to be successful in the industry.

Bottom time is measured in minutes by module and students must meet the following minimum minutes for each module prior to moving on to the next module:

Bottom Time Learning Requirements	
Module	Minimum Minutes
Freshman	200
Sophomore	345
Junior	715
Senior I	580
Senior II	1160
Total Minutes	3000

CDA Technical Institute trains new divers in our clear water swimming pool and a 20' orientation tank, where the instructors can view the students in water competency skills through viewing ports. After competency-based diving skills are achieved in the training tanks, students move to open-water training in the Trout River, which is a low-visibility, swift-moving tidal waterway.

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

## COURSE OUTLINE

Course Number	Title of Course	Lecture Hours	Lab Hours	Total Contact Hours
00101	NCCER 00101 Basic Safety	5.0	4.0	9.0
00102	NCCER 00102 - Construction Math	8.5	0.0	8.5
00103	NCCER 00103 Hand Tools	3.0	5.0	8.0
00104	NCCER 00104 Power Tools	5.0	4.5	9.5
00105	NCCER 00105 Construction Drawings	4.5	3.5	8.0
00106	NCCER 00106 Intro to Rigging	4.5	8.5	13.0
00107	NCCER 00107 - Basic Communications	4.0	4.5	8.5
00108	NCCER 00108 - Employability Skills	6.5	2.0	8.5
00109	NCCER 00109 Material Handling	2.0	2.0	4.0
21102	NCCER 21102 Basic Principles of Cranes	8.5	0.0	8.5
21106	NCCER 21106 Crane Safety and Emergency Procedures	11.5	5.5	17.0
38102	NCCER 38102 Rigging Practices	0.0	12.0	12.0
38201	NCCER 38201 Intermediate Rigging	0.5	29.5	30.0
38301	NCCER 38301 Rigging	0.0	17.0	17.0
53101	NCCER 53101 Crane Communications	6.0	11.0	17.0
AC101	Academic Assessments (Freshman)(Midpoint)(Senior)	11.0	0.0	11.0
CDA101	Physicals, Equipment, CDA Rules	8.5	0.0	8.5
CPR101	First Aid/CPR/Blood Pathogen	6.0	2.5	8.5
D101	Contaminated Diving	0.0	8.5	8.5
D102	Cutting and Welding Equipment	0	42.5	42.5
D103	Dive Medicine	16.0	0.0	16.0
D104	Hat Class (review and repair)	2.0	2.0	4.0
D105	Log Books	0.0	2.5	2.5
D106	Mag Particle	0.0	12.5	12.5
D107	Offshore Oil	4.5	21.0	25.5
D108	Offshore Survival	2.0	4.0	6.0
D109	Ultrasound	4.0	9.0	13.0
DA101	Diving Physics	38.5	0.0	38.5
DB101	Diving Psysiology	17.0	0.0	17.0
DC101	Dive Equipment	2.5	11.0	13.5
DD101	Practical Use of Diving Equipment	0.0	27.0	27.0
DE101	Diving Hazards	8.5	8.5	17.0
DF101	Diver Communications	1.0	0.0	1.0

DH101	NDT/Underwater Inspections	16.5	34.0	50.5
DJ101	Water Jetting, Airlifts, Venture Dredges, Lift Bags	0	6.5	6.5
DK101	Burning and Welding Equipment	8.5	93.5	102.0
DM101	Underwater Construction	12.0	72.0	84.0
DN101	Hyperbaric Chamber Operations	14.0	12.5	26.5
DO101	Dive Operations - (Pool Dive)(River Dive)(24 hour Dive) (Confined Spaces Dive)(SUR-D Dive)	1.0	83.0	84.0
DP101	Mixed Gas Dive/Wet Bell	22	8	30.0
DS101	Chain Saws, Offshore Survival	2.0	0	2.0
DT101	Dive Charts	17.5	0.0	17.5
DV101	Loss of Gas Drill	0.0	8.5	8.5
PEC101	PEC Safety - Safegulf/Safeland	8.5	0.0	8.5
Program Totals		271	600	871.00

\* The Air Mixed Gas Commercial Diver program does not qualify a student to become a Certified Underwater Welding Specialist. Additional training and testing are required to obtain that certification.

FINANCIAL INFORMATION

TUITION AND FEES		Cost
Air/Mixed Gas Commercial Diver Tuition		\$26,650.00
Open Water Certification		\$550.00
Application Fee Non-Refundable		\$100.00
Physical (if performed by our physician)		\$699.00
Lab Fee		\$1,650.00
<b>EQUIPMENT (Not included in Tuition - All items are required, but students can furnish their own)</b>		
Items		Cost
CSUBA		\$331.69
Seahorse Workvest WV-10		\$55.00
Hard Hat 6-Point		\$22.20
Glasses Element Two Pack C&S		\$10.00
Knife Folding KN-34		\$39.90
Gear Clip Swivel Brass		\$8.00
Water Bottle		\$7.00
Wetsuit Hanger		\$10.00
Wetsuit Top and Bottom		\$340.00
Gloves		\$24.00
Coveralls		\$69.95
Hybrid Socks		\$20.00
Steel Toe Fireman Boot		\$24.00
Fins F-1		\$145.00
AMGD Tee Shirt	5@\$18.00	\$90.00
Mask		\$30.00
Snorkel		\$12.95
10"-12" Crecent Wrench		\$35.00
Wire Strippers		\$22.95
11/16 Combo Wrench		\$3.00
9/16 Combo Wrench		\$3.00
17 mm Combo Wrench		\$3.00
Bag for Tools		\$39.95
Cushion Screwdriver Set (5pc)		\$14.95
9 pc Hex Key Set		\$7.00
Diagonal Cutters		\$6.50
<b>BOOKS (Not included in Tuition - All items are required, but students can furnish their own)</b>		
Tablet (Navy Dive Manual Preloaded)		\$300.00
Professional Divers Handbook		\$92.00
Tally Book		\$7.00
NCCER - Core Curriculum Intro to Craft Skills 6E		\$89.98
NCCER - Basic Rigger		\$111.98
Log Book		\$24.00
<b>Housing and Meals (Air Mixed Gas Commercial Diver Program)</b>		
Room and Board 20 weeks		\$7,000.00
Room and Board 4 Weeks		\$1,400.00
Meal Plan (Monday - Friday for Off Campus Only) - 20 weeks		\$3,000.00
Total cost of attendance for each program is calculated by adding tuition, fees, books, equipment, and housing, if applicable.		
<b>** The cost of the equipment and books are estimated</b>		
Total cost of attendance for each program is calculated by adding tuition, fees, books, equipment, and housing, if applicable.		

## VLW 1101-VOLTAGE LINE WORKER PROGRAM

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(Jacksonville Location)

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### LENGTH OF COURSE

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The Program of Study at CDA Technical Institute requires a minimum of 26 weeks. The maximum number of weeks a student may participate in training is 39. Classes are in session Monday through Thursday 7:00 am to 5:15 pm. The daily schedule includes a 45-minute lunch break.

Practical Experience Hours	566
Classroom Hours	408
TOTAL CLOCK HOURS	974
Number of Weeks	26
Hours Per Day	9.5

### VOLTAGE LINE WORKER

CDA Technical Institute's Voltage Line Worker Program was created to prepare workers to meet demand for Trained Line Workers, Line Installers and Repairers.

The Voltage Line Worker Program introduces students to the power industry, electrical circuits and electrical theory. Students are taught how to safely and efficiently climb wooden and non-wooden poles and structures while also learning how to operate the tools and equipment of the trade.

Students will earn National Center for Construction Education and Research (NCCER) credentials in the areas of Power Line Worker Level 1, 2 and 3, Rigging, Mobile Crane, Signal Person Field Safety, Fall Protection and Core Curriculum.

Students will complete First Aid/CPR/AED/O<sub>2</sub> Provider, Line Worker Medical Tech and OSHA 10 training. They will also receive classroom and driving instruction to prepare for the CDL written and road tests.



## COURSE OUTLINE

Course Number	Title of Course	Lecture Hours	Lab Hours	Total Contact Hours
CDL 100	CDL Test Prep	4.50	33.50	38.00
ORI 100	DOT/Orientation	4.50	0.00	4.50
CPR 100	First Aid/CPR	7.75	1.25	9.00
LWS 100	Line Worker Safety	2.75	0.00	2.75
LMT 100	LMT	33.50	4.50	38.00
00101	NCCER 00101 - Basic Safety	13.50	1.25	14.75
00102	NCCER 00102 - Construction Math	9.50	0.00	9.50
00103	NCCER 00103 - Hand Tools	5.50	6.25	11.75
00104	NCCER 00104 - Power Tools	4.50	5.00	9.50
00105	NCCER 00105 - Intro to Construction Drawing	10.50	0.00	10.50
00106	NCCER 00106 - Intro to Basic Rigger	2.00	4.00	6.00
00107	NCCER 00107 - Communication Skills	9.50	0.00	9.50
00108	NCCER -00108 - Employability Skills	9.50	0.00	9.50
00109	NCCER 00109 - Intro to Material Handling	2.75	0.00	2.75
21101	NCCER 21101 - Orientation to the Trade	5.00	0.00	5.00
21102	NCCER 21102 - Basic Principles of Crane	4.00	19.50	23.50
21105	NCCER 21105 - Operating a Crane	5.00	24.00	29.00
21106	NCCER 21106 - Crane Safety and Emergency Procedures	6.50	7.50	14.00
38102	NCCER 38102 - Rigging Practices	2.50	15.50	18.00
46101	NCCER 46101 - Fundamentals of Leadership	28.50	0.00	28.50
49101	NCCER 49101 - Intro to the power industry	13.25	0.00	13.25
49102	NCCER 49102 - Power Line Worker Safety	10.00	3.75	13.75
49103	NCCER 49103 - Intro to Electrical Circuits	12.25	0.00	12.25
49104	NCCER 49104 - Intro to Electrical Theory	9.50	0.00	9.50
19105	NCCER 49105 - Climbing Wooden Poles	10.00	76.00	86.00
49106	NCCER 49106 - Climbing Structures other than wood	4.50	39.75	44.25
49107	NCCER 49107 - Tools of the Trade	10.00	0.00	10.00
49108	NCCER 49108 - Ariel Framing	10.00	65.50	75.50
49109	NCCER 49109 - Utility Service Equipment	5.00	13.00	18.00
49110	NCCER 49110 - Rigging	6.50	7.50	14.00
49111	NCCER 49111 - Setting and Pulling Poles	2.00	19.50	21.50
49112	NCCER 49112 - Trenching	7.50	0.00	7.50
49113	NCCER 49113 - Electrical Test Equipment	4.50	2.50	7.00
53101	NCCER 53101 - Crane Communications	9.50	0.00	9.50
75101	NCCER 75101 - Field Safety Intro to Safety	5.00	5.00	10.00
75104	NCCER 75104 - Field Safety Work Zone Safety	2.25	2.50	4.75
75110	NCCER 75110 - Field Safety Steel Erection	2.75	0.00	2.75
75119	NCCER 75119 - Field Safety Concrete and Masonry	2.75	0.00	2.75
75120	NCCER 75120 - Field Safety Confined Spaces	3.50	2.00	5.50
75121	NCCER 75121 - Field Safety Electrical Safety	1.25	4.25	5.50
75122	NCCER 75122 - Field Safety Working from Elevations	1.25	4.25	5.50
75123	NCCER 75123 - Field Safety Heavy Equip, Forklifts, Cranes	4.00	0.00	4.00
75124	NCCER 75124 - Intro to Material Handling	2.50	0.00	2.50
80201	NCCER 80201 - Alternating Current and Three Phase Systems	20.50	1.50	22.00
80202	NCCER 80202 - Intro to Aerial Distribution Equipment	11.00	15.00	26.00
80203	NCCER 80203 - Cable and Conductor Installation & Removal	8.00	12.50	20.50
80204	NCCER 80204 - Underground Residential Distribution	6.00	41.00	47.00
80205	NCCER 80205 - Overhead and URD Service Installations	6.50	9.50	16.00

80206	NCCER 80206 - Distribution Line Maintenance	4.50	43.00	47.50
80301	NCCER 80301 - Live Line Work Clearances/Switching	0.00	29.00	29.00
80302	NCCER 80302 - Three Phase URD Systems	9.50	14.50	24.00
80303	NCCER 80303 - System Protection & Monitoring	2.00	2.50	4.50
80304	NCCER 80304 - Troubleshooting	9.00	25.50	34.50
80305	NCCER 80305 - Introduction to Smart Grid	4.50	0.00	4.50
82201	NCCER 82201 - Introduction to Substations	0.00	4.50	4.50
75901	NCCER Fall Protection Orientation	4.75	0.00	4.75
OSHA 100	OSHA 10	10.00	0.00	10.00
Program Total		407.75	566.25	974.00

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## FINANCIAL INFORMATION

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TUITION AND FEES	
Voltage Line Worker	\$16,800
Application Fee <i>Non-Refundable</i>	\$100.00
Lab Fee	\$1,100.00
Physical (if performed by our physician)	\$130.00
Campus Parking Permit (26 weeks)	\$260.00
EQUIPMENT (Not included in Tuition - All items are required, but students can furnish their own)	
Items	Cost
Loggermax 9" Logger Boot	\$224.96
Work Gloves	\$24.95
Hard Hat	\$18.99
Head Lamp	\$11.98
Safety Glasses	\$1.75
Body Belt (size 18 thru 28)	\$231.80
Wood Pole Fall Restraint	\$609.00
Secondary Rope Lanyard	\$94.95
Pole Climbers	\$249.00
Climber Pads	\$134.50
Gaff Guards	\$8.90
Gaff Sharpening Kit	\$45.40
Bolt & Nut Bag	\$28.35
Lineman Tool Bag	\$105.40
5 Pocket Tool Pouch	\$70.70
Handline Carrier	\$4.00
Klein Tools Ratcheting Lineman Wrench	\$115.60
Klein Tools Adjustable Wrench	\$41.99

Klein Tools Can Wrench	\$18.33
Klein Tools Lineman Pliers	\$50.70
Klein Tools Pump Pliers	\$28.99
Klein Tools Milled Faced Hammer	\$41.99
Klein Tools 6pc Screwdrivers	\$54.46
Klein Tools Folding Knife (Hawkbill)	\$28.97
Klein Tools Folding Ruler	\$18.50
Scientific Calculator	\$16.99
4 CDA LineWorker Safety Shirts (cost 4 x \$36.00)	\$144.00
Water Bottle	\$6.25
Tablet	\$300.00
<b>BOOKS</b> (Not included in Tuition - All items are required, but students can furnish their own)	
Core Curriculum ( E-Book)	\$89.98
Introduction to Power Industry	\$29.33
Field Safety	\$129.33
Mobile Crane Operations Level 1 (E-Book)	\$89.33
Power Line Worker Level 1 (E – Book)	\$111.98
Power Line Worker Level 2	\$129.33
Power Line Worker Level 3	\$129.33
Fall Protection Orientation	\$65.33

Total cost of attendance for each program is calculated by adding tuition, fees, books, equipment, and housing, if applicable.

*CDA Technical Institute offers a price guaranty and is willing to match any advertised price for the above items. Florida's 7.5% state sales tax applies to all items above. The costs listed above represent the minimum price per item and are subject to change.*

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## ELECTIVE PROGRAMS

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### HYPERBARIC TECHNICIAN

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(Jacksonville Location Only)

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#### LENGTH OF COURSE

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##### Hyperbaric Technician

The Program of Study at CDA Technical Institute requires a minimum of five days. The maximum number of days a student can attend is 7.

Classroom Hours	36
Practical Experience Hours	8
TOTAL CLOCK HOURS	44
Number of Weeks	1
Hours Per Day	9

### HYPERBARIC TECHNICIAN

This program is approved by the National Board of Diving and Hyperbaric Medicine Technology (NBDHMT) and is an approved Hyperbaric Medicine training course.

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

- History of Hyperbaric Medicine
- Barotrauma
- Decompression Tables
- Treatment Indications
- Patient and Staff Safety
- Gas Laws and Pressures
- Decompression Theory
- Therapeutic Mechanisms of HBO
- Equipment Safety
- Transcutaneous Oximetry

Those who successfully complete this training will receive a Certified Hyperbaric Technologist (CHT) diploma and become eligible to work in a clinical environment.

**Individuals applying for Certification as a Hyperbaric Technician must meet the following requirements:** Be at least 18 years of age with a high school diploma or equivalent. Must have completed a National Board of Diving & Hyperbaric Medical Technology (NBDHMT), approved hyperbaric medicine introductory training course within three years of intended CHT Certification date.

Test Fee (\$150.00 USD): Retest (\$50.00 USD): Total Due: Payment Check or Money Order payable to NBDHMT

Background Verification Fee (\$25.00 USD)

Examination Registration Applicants must complete a NBDHMT Certification Examination Registration Form (available at [www.ndbhmt.org](http://www.ndbhmt.org)) and return it to NBDHMT headquarters with the following:

1. a copy of an NBDHMT approved Introductory Hyperbaric Medicine Training Course certificate of completion.
2. A copy of qualifying vocation license or certificate.
3. Upon completing an approved course, CHT® applicant must undergo a clinical work experience of 480 hours in undersea, hyperbaric medicine or aviation medicine technology. Forty (40) hours of the requirement must be a supervised clinical internship. The Board must be notified in writing of the name of the preceptor prior to commencing the internship. The preceptor should be a CHT or a CHRN with a minimum of two years' experience.

### **Failing and Retaking the Exam:**

If on the first attempt the examination is failed, the CHT® applicant must wait six months before retaking the exam. This should afford adequate study time. If on the second attempt the examination is again failed, the CHT® applicant is required to retake a NBDHMT Approved Hyperbaric Medicine training course in addition to waiting six (6) months before retaking the exam. If on the third attempt the examination is failed, the CHT® applicant is no longer allowed to retake the examination.

### **Criminal Background Check**

A criminal background check (paid for by applicant) is required for all applicants for CHT® status. A felony conviction will disqualify an applicant as indicated below:

1. All those who are convicted of an offense, the degree of which disqualifies any individual from employment within a health care setting that receives government (namely Medicare and Medicaid program payments) funds is permanently ineligible to sit the CHT examination. This applies even if an individual chooses not to work in a facility that receives government funds.
2. If a subsequent background check on a current CHT notes conviction for an offense consistent with No.1 above, that CHT will immediately and permanently forfeit their certification. They will not be considered eligible for re-certification at any subsequent time period.
3. An exception to No.'s 1 and 2 above would be an individual who subsequently had their conviction overturned or otherwise expunged from their criminal record.
4. An individual who, upon application, is found to have a conviction, the degree of which would prevent that individual from employment in a health care facility (as defined in No. 1 above), for a period of five years, is likewise ineligible to sit the CHT examination for a period of five years from completion of their sentence.
5. If a subsequent background check on a current CHT notes conviction of an offense consistent with No. 4 above, they will immediately forfeit their CHT certification. They will become eligible to re-apply for CHT status, as a new applicant, following a period of five years from completion of their sentence.

Test Location: The online test must be taken at an approved test site. Once you have been approval, contact the National Board of Diving & Hyperbaric Medical Technology for test location and times.

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### COURSE OUTLINE

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Course Number	Title of Course	Lecture Hours	Lab Hours	Total Contact Hours
H100	History of Hyperbaric Medicine	9		9
H101	Decompression Tables	9		9
H102	Patient and Staff Safety	9		9
H103	Equipment Safety	9	8	17
	Total Program Hours	32	8	44

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### FINANCIAL INFORMATION

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Every possible effort is made by CDA Technical Institute to avoid any increases in the cost of training. CDA Technical Institute reserves the right to change the cost of tuition, books, equipment and expenses prior to the student signing the enrollment agreement and paying any fees without written notice.

TUITION AND FEES		
Hyperbaric Technician Tuition		\$ 1,503.50
Application Fee <i>Non-Refundable</i>		\$ 100.00
Campus Parking Permit		\$ 40.00
<b>BOOKS</b> (Not included in Tuition - All items are required, but students can furnish their own)		
Hyperbaric Oxygen Therapy Indications		\$ 25.00
Certified Hyperbaric Technologist Exam Secrets		\$ 45.00
UHMS Guidelines for Hyperbaric Facility Operations		\$ 25.00

*Total cost of attendance for each program is calculated by adding tuition, fees, books, equipment, and housing, if applicable. Tuition includes books and equipment. The costs listed above represent the minimum price per item and are subject to change.*

## DIVE MEDICAL TECHNICIAN

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(Jacksonville Location)

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### LENGTH OF COURSE

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The Program of Study at CDA Technical Institute requires a minimum of 7 days. The maximum number of days a student may participate in training is 10.

Practical Experience Hours	8
Classroom Hours	32
TOTAL CLOCK HOURS	40
Number of Weeks	1
Hours Per Day	5

### DIVE MEDICAL TECHNICIAN:

CDA Technical Institute offers a comprehensive Dive Medical Technician (DMT) program, which is recognized by the National Board of Diving and Hyperbaric Medical Technology (NBDHMT) as minimum requirement for Dive Medical Technician and commonly referred to as Module 16. DMTs are required on-site in all offshore diving operations. Our program of study is an intensive forty (40) hour program providing both clinical and practical training in hyperbaric medicine.

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

- Hyperbaric chamber operations
- Treatment tables
- O<sub>2</sub> therapy to treat dive injuries
- Science of diving
- Diver safety and injury prevention

The student who successfully completes this program will qualify as a Dive Medical Technician (DMT). Upon completion of Module 16, the student is then eligible to seek certification by examination from the National Board of Diving and Hyperbaric Medical Technology (NBDHMT) organization.

### Individuals applying for the Dive Medical Technician certification must meet the following requirements:

Applicate must complete the 40-hour diver medic training course taught by an NBDHMT approved instructor and/ or at an approved facility. Upon satisfactory completion of this course the individual is then required to pass a standardized certification examination. The applicant for certification as a DMT must then provide:

1. 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.
2. A copy of an in-date emergency medicine training completion 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 licensure/certification card.

3. A completed Instructor Evaluation form. [www.nbdhmt.org/forms/instructor-evaluation.pdf](http://www.nbdhmt.org/forms/instructor-evaluation.pdf)

4. A completed Diver Medic certification application form

[www.nbdhmt.org/forms/DMT-certification-application.pdf](http://www.nbdhmt.org/forms/DMT-certification-application.pdf)

- A completed DMT Use Agreement form
- <http://nbdhmt.org/forms/dmt-bls-acls-statement.pdf>

Unsatisfactory completion of this course or incomplete instructor evaluation form will disqualify the applicant for the exam.

Test Location: The online test must be taken at an approved test site. Once you have been approved, contact the National Board of Diving & Hyperbaric Medical Technology for test location and times.

Exam Application Fee: \$125.00

Every possible effort is made by CDA Technical Institute to avoid any increases in the cost of training. CDA Technical Institute reserves the right to change the cost of tuition, books, equipment and expenses prior to the student signing the enrollment agreement and paying any fees without written notice.

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### COURSE OUTLINE

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Course Number	Title of Course	Lecture Hours	Lab Hours	Total Contact Hours
DMT100	Hyperbaric Chamber Operations	8	8	16
DMT101	Science of Diving	8		8
DMT102	Diver Safety and Injury Prevention	8		8
DMT103	O <sub>2</sub> Therapy to treat Dive Injuries	8		8
	Total Program Hours	32	8	40



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## FINANCIAL INFORMATION

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Every possible effort is made by CDA Technical Institute to avoid any increases in the cost of training. CDA Technical Institute reserves the right to change the cost of tuition, books, equipment and expenses prior to the student signing the enrollment agreement and paying any fees without written notice.

TUITION AND FEES		
Dive Medical Technician Tuition		\$ 1,603.50
Application Fee <i>Non-Refundable</i>		\$ 100.00
Campus Parking Permit		\$ 40.00
Testing and Exam Fee		\$ 125.00
<b>BOOKS</b> (Not included in Tuition - All items are required, but students can furnish their own)		
U.S. Navy Diving Manual		\$ 35.00

Total cost of attendance for each program is calculated by adding tuition, fees, books, equipment, and housing, if applicable.

*The costs listed above represent the minimum price per item and are subject to change. The Student is required to provide a pair of black pants and shoes/boots for their clinical training.*

## SDI SPORT DIVING INSTRUCTOR

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Veterans' Education Assistance is not available for this program

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### LENGTH OF COURSE

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The Program of Study at CDA Technical Institute requires a minimum of sixteen (16) weeks. The maximum number of weeks a student may participate in training is twenty-four (24) weeks. Hours per day and days per week vary according to the Air/Mix Gas Commercial Diver program schedule; please contact our admission office for scheduling details.

Practical Experience Hours	200
Classroom Hours	40
TOTAL CLOCK HOURS	240
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Number of Weeks	16
Hours Per Day	10

### SDI SPORT DIVING INSTRUCTOR

This program teaches students all aspects of recreational diving. Students are equipped with leadership skills and the certification that is necessary for others to learn to dive.

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

- Introduction to Night and Limited
- Visibility Diving
- Nitrox Diving
- Navigation during diving
- Surface Rescue Skills
- Rescue Scenarios
- Underwater Search Techniques
- CPR/FA/AED/O<sub>2</sub> Skills
- Advanced Buoyancy Skills
- Additional Navigation Skills
- Additional Rescue Skills
- Intro to Dive Master
- Planning and Leading Dives
- Pre-dive and post dive briefs
- Intro to the role of an Instructor
- Intro to teaching Theory
- Intro to teaching In water lessons
- Practical experience on Teaching

## COURSE OUTLINE

Course Number	Title of Course	Lecture Hours	Lab Hours	Total Contact Hours
SDI100	Introduction to Deep Diving	10	10	20
SDI101	Rescue Diver	10	10	20
SDI102	Instructor Training	10	100	110
SDI103	Master Scuba Diver	10	80	90
	Total Program Hours	40	200	240

## FINANCIAL INFORMATION

Every possible effort is made by CDA Technical Institute to avoid any increases in the cost of training. CDA Technical Institute reserves the right to change the cost of tuition, books, equipment and expenses prior to the student signing the enrollment agreement and paying any fees without written notice.

TUITION AND FEES		
SDI Sport Diving Instructor Tuition		\$ 8,920.00
Application Fee <i>Non-Refundable</i>		\$ 100.00
Campus Parking Permit		\$ 40.00
<b>EQUIPMENT</b> (Not included in Tuition - All items are required, but students can furnish their own)		
Items		Cost
Buoyancy Compensation Device (B.C.D)		\$190.40-\$349.00
Dive Computer		\$325.00-\$864.00
Submersible PSI & Depth Gauge/Hose (optional)		\$ 216.95
PSI Gauge (required)		\$ 93.45
1st & 2nd Stage with Alternate air source		\$ 399.95
Weight Belt (optional)		\$ 79.00
Wet Suit (3/2mm one piece)		\$ 225.00
Hard Sole Dive Boots		\$ 54.00
Scuba Mask		\$ 44.99
Snorkel		\$ 19.99
Fins		\$ 117.00

Dive Gloves	-	\$	7.80
Dive Lights (2)	<a href="#">2@\$69.95</a>	\$	139.90
cylinder (Visual/Stamped/Hydro) (optional)		\$	159.00
Gear Bag (optional)		\$	60.00
5 x 7 White Slates with Pencil (2)	<a href="#">2@\$7.95</a>	\$	15.90
Dive Knife or Scissors	-	\$25.95-100.00	
<b>BOOKS</b> (Not included in Tuition - All items are required, but students can furnish their own)			
NASE Deluxe Instructor Library		\$	499.00

\*\*\*\* Cylinders and weights are provided.

\*\*\*\* All equipment must be in proper working order and meet all standards.

\*\*\*\* Other recommended items: laptop computer for presentations. Total cost of attendance for each program is calculated by adding tuition, fees, books, equipment, and housing, if applicable.

*CDA Technical Institute offers a price guaranty and is willing to match any advertised price for the above items. Florida's 7.5% state sales tax applies to all items above. The costs listed above represent the minimum price per item and are subject to change.*

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## EMERGENCY MEDICAL TECHNICIAN (EMT) PROGRAM

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### GENERAL ADMISSION REQUIREMENTS

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Each Applicant must:

4. Be at least 18 years of age (with parental consent, age 17), be a High School graduate or possess a GED (proof required) and submit the following in order to be admitted to CDA Technical Institute:
  - Proof of date of birth
  - Proof of education – submit copy of the high school diploma, high school transcript, or recognized equivalent (GED). Academic records not in English must be accompanied by an official and certified translation. Please contact Admission Representative for further guidance.
  - Proof of health insurance or Amelia Short Term Care (*Amelia Care option is not insurance*).
5. Consent to an interview by the Admissions Department and demonstrate the desire and ability to graduate and go to work.

6. Complete and sign an Enrollment Agreement Form.
7. Submit a non-refundable application fee of \$100.00.
8. Complete the enrollment process.

The school will process the application when all required materials are received; applicant will be notified within three (3) working days. Applications are available on the website [www.cda.edu](http://www.cda.edu) or may be requested by contacting:

In writing: CDA Technical Institute

Telephone: (904)766-7736

C/o Admissions Department

Toll free: (888)974-2232

91 Trout River Drive

Facsimile: (904)766-7764

Jacksonville, FL 32208

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#### PROGRAM-SPECIFIC ADMISSION REQUIREMENTS

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- Pass a Tuberculosis Test and a physical; both available on the first day of school or can be done by any physician's office.
- Submit the original signed Health Certificate included in the packet with immunization records, including Hepatitis B vaccination, MMR, tetanus booster, varicella "chicken pox", influenza vaccine and COVID-19 vaccine. The tuberculin skin test must be within one year of program start date. The original Health Certificate must be signed and dated by a licensed physician, nurse practitioner, or physician's assistant
- FDLE background check results should be submitted with your packet. Using a credit card, go online to the Florida Department of Law Enforcement at: <https://cchinet.fdle.state.fl.us> and attach the result to your application. Be sure to print the RESULTS – not the receipt. Background checks expire within one year.

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## EMT 1101 – EMERGENCY MEDICAL TECHNICIAN

### LENGTH OF COURSE

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The program of study at CDA Technical Institute requires a minimum of four (4) weeks. The maximum number of weeks a student may participate in training is six (6) weeks. This program runs seven days per week, Monday through Sunday.

Lecture Hours            123

Lab Hours                107

Externship/Clinic        70

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Total Clock Hours      300

Number of Weeks        4

Hours Per Day            11.5

CDA Technical Institute offers a comprehensive Emergency Medical Technician (EMT) program, internationally recognized and taught by paramedic and Dive Medical Technician instructors. Our program of study is an intensive 4 week program providing both clinical and practical training in emergency medicine. CDA works in conjunction with the Jacksonville Fire Department and local area hospitals to provide access to clinical and practical training.

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

- Airway Management
- Patient Assessments
- Medical Emergencies
- Trauma
- Operations
- 

Our on-site medical classroom provides the needed equipment to complete the above training. Students who successfully complete this program will be eligible sit for the cognitive exam administered by the National Registry of EMTs. State licensure will be specific to the Office of EMS and will require a separate application and fee structure.

National Registry Cognitive Exam fee is \$80.00 and must be paid directly to the National Registry.

#### **The National Registry EMT's policy for criminal backgrounds:**

1. The National Registry may deny an applicant eligibility to sit for a certification examination, deny certification, suspend or revoke an individual's certification, or take other appropriate action with respect to the applicant's certification or recertification based on an applicant's felony criminal convictions and all other criminal convictions (whether felony or misdemeanor) relating to crimes involving physical assault, use of a

dangerous weapon, sexual abuse or assault, abuse of children, the elderly or infirm and crimes against property, including robbery, burglary and felony theft.

2. All applicants for certification or recertification must disclose any criminal conviction as required on an application.

3. This policy applies to an applicant's plea of nolo contendere, a guilty plea, or plea agreement, as well as a conviction after trial.

4. Applicants are not required to disclose any criminal conviction that has been expunged from the public record or a deferred adjudication that did not result in the entry of a conviction judgment.

5. Failure to disclose a covered criminal conviction or the withholding of any material information regarding such conviction shall be an independent basis for denial of eligibility to sit for a certification examination, revocation of a certification or denial of an application for recertification.

6. National Registry shall advise licensing authorities of the availability of information related to disclosure of convictions.

7. National Registry may deny an applicant eligibility to sit for the certification examination, or take other appropriate action, if the applicable state licensing authority, in any state in which the applicant holds or seeks a license as an EMS professional, denies the applicant's eligibility to obtain, or suspends or revokes, authorization to practice, based on a criminal conviction.

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## COURSE OUTLINE

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### **Foundations – 47 hours (33 Lecture hours, 14 Lab hours)**

- Introduction to Emergency Medical Care
- Well-Being of the EMT-Basic
- Medical/Legal and Ethical issues
- The Human Body
- Baseline Vital signs and SAMPLE history
- Lifting and moving patients

### **Airway Management /Respiratory System– 32 hours (12 Lecture hours, 20 Lab hours)**

- Airway management
- Respiratory System
- Injuries

### **Patient Assessments – 44 hours (20 Lecture hours, 24 Lab Hours)**

- Scene size up
- Initial Assessment
- Focused History & Physical Exam – Trauma
- Focused History & Physical Exam – Medical
- Detailed Physical Exam
- Communications
- Documentation

### **Medical Emergencies – 51 hours (30 Lecture hours, 21 Lab hours)**

- General Pharmacology
- Respiratory Emergencies
- Cardiovascular Emergencies
- Diabetes/ Altered Mental Status
- Allergies
- Poisoning/Overdose
- Environmental Emergencies
- Behavioral Emergencies
- Obstetrics & Gynecology

### **Trauma – 49 Hours (21 Lecture hours 28 Lab Hours)**

- Bleeding & Shock
- Soft Tissue Injuries
- Musculoskeletal Care
- Injuries to Head and Spine
- Infants & Children

### **Operations – 7 Hours ( 7 Lecture hours)**

- Ambulance Operations
- Gaining Access

### **Externships/Clinic – 70 hours**



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**FINANCIAL INFORMATION**

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Every possible effort is made by CDA Technical Institute to avoid increases in the cost of training. CDA Technical Institute reserves the right to change the charges for tuition and expenses without written notice.

<b>Tuition and Fees</b>	<b>Cost</b>	
Emergency Medical Technician Tuition	\$ 4812.50	
Application Fee (Non-Refundable)	\$ 100.00	
Campus Parking Permit	\$ 40.00	
Liability Insurance (Must have proof of on day 1)	\$35.00	
<b>Equipment (Not included in tuition - All items are required but students can furnish their own)</b>		
<b>Items</b>	<b>Cost</b>	
EMT Holster Kit (McKisson)	\$ 44.00	
Blood Pressure/Stethoscope Student kit (McKisson)	\$ 47.75	
EMT T-Shirt (2)	\$ 44.00	
EMT Golf Shirt (2)	\$ 89.00	
Tablet	\$ 300.00	
<b>Books (Not included in tuition - All items are required but students can furnish their own items)</b>		
EMT Field Guide (BLS) (Amazon)	\$ 43.98	
MyLab Brady with Pearson etext Access Card for Emergency Care, 14th edition, Limmer, O'keefe, Dickinson	\$ 113.00	

**Emergency Medical Technicians (EMT)** receive a diploma of course completion which enables graduates to sit for the cognitive and psychomotor exams administered by the National Registry of EMTs. State licensure will be specific to the Office of EMS and will require a separate application and fee structure.

# FINANCIAL POLICY

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## ELIGIBILITY FOR FEDERAL STUDENT AID

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### **Educational Requirements:**

- High school diploma, General Education Development Certificate (GED) or proof of completing a high school education in a home setting approved under applicant's state law.
- Student must be enrolled as a regular student working toward a certificate in an eligible program.
- Student must meet satisfactory academic progress standards set by the CDA Technical Institute.

### **Legal Requirements:**

- Student must be a U.S. citizen or eligible non-citizen.
- Student must have a valid Social Security number.
- Student must certify that they will use federal student aid only for educational purposes.
- Student must also certify that they are not in default on a federal student loan and do not owe money on a federal student grant.
- Student must comply with Selective Service registration, if required.
- Student may not be eligible if they've been convicted under federal or state law of selling or possessing illegal drugs.
- Incarcerated students have limited eligibility.

### **Types of Aid:**

CDA Technical Institute is designated as an eligible institution by the U.S. Department of Education for participation in the following programs:

- Federal Pell Grant
- William D. Ford Federal Direct Subsidized and Unsubsidized Student Loans
- William D. Ford Federal Direct Parent PLUS Loans

## Financial Need

Need is determined by subtracting the Expected Family Contribution (EFC) from the Cost of Attendance (COA). The EFC is a measure of the family's financial strength and is calculated using the information reported on the Free Application for Federal Student Aid (FAFSA); the EFC is calculated according to a formula established by law. Your family's income, assets, and benefits may all be considered in determining the EFC. Also considered is the family size and the number for family members who will attend a college or career school.

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## RETURN OF TITLE IV FUNDS

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The CDA Technical Institute will determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student spent in attendance. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

Up to the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Federal Student Aid funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

### Order of return of Title IV funds:

- Unsubsidized Federal Stafford loans
- Subsidized Federal Stafford loans
- Federal PLUS loan
- Federal Pell Grants for which a return of funds is required

CDA housing is available for students during the program and does not cover any school breaks. Students are responsible for making their arrangements during these breaks as the student housing is closed.

For additional information on our dorm polices including break closures, please contact our Admissions Team at 888-974-2232 or 904-766-7736.

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## PAYMENT OPTIONS

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**Method and Terms of Payment** – Financial Aid is available to students who qualify. CDA also has several payment plans available. Additional information about the payment plan options are available in the Financial Aid Department. Payments may be made by credit card, cash, money order, or check. A \$30 fee will be charged for all returned checks. If a check is returned subsequent checks will not be accepted. A \$25 late payment fee will be charged for late payments.

- All charges are paid in full three (3) weeks prior to the start of class using one of our approved payment methods.
- All charges (not covered by Financial Aid) are paid in two installments: 50% six weeks before start date and the remaining 50% due the eighth week of school.

- All charges (not covered by Financial Aid) are paid in three installments: \$10,000 due six weeks before start date, remaining balance due the fourth week, eighth week, and twelfth week of the classes in three installments. Late payment fee of \$25.00 is charged for all late payments, not exceeding \$75.00 total per term.

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## CANCELLATION POLICY

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Cancellations should be made in person, email, or certified mail. All money will be refunded if the student cancels within three (3) business days after signing the enrollment agreement and making the initial payment. Cancellation after the third (3<sup>rd</sup>) business day, but before the first day of class, will result in a refund of all money paid, except the application fee.

Cancellation due to rejection of the enrolled applicant by the institution: If an applicant is rejected for enrollment by an institution, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid will be refunded to the applicant, with the exception of the application fee.

Cancellation due to program cancellation by the institution: If the institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid to the student.

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## REFUND POLICY

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Withdraws within the add/drop period (first five days of class) will result in 100% tuition refund. Room & board, meal plans, and parking will be charged on a pro-rata charge for one week. Non-refundable fees include the application fee, physical, and any books/equipment (up to 30 days from the date of purchase), that cannot be resold as new. Withdraws after add/drop period but prior to completion of 50% of the program result in a pro-rata refund calculated on the number of clock hours completed to the total program hours. Withdraw after completion of 50% of the program will result in no refund. Any unused modules of room and board or meal plans will be refunded. The date used for the refund calculation is the last date of attendance by the student. Refunds will be made within 30 days of the date of determination. The date of determination is defined as the date the institution receive an official withdrawal notification from the student or the day after the student violates the attendance policy.

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## COLLECTIONS

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All delinquent tuition payments will be turned over to an outside collection agency when the account is more than ninety (90) days past due. The student will be responsible for any collection fees and/or attorney fees associated with the collection procedure.

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## ACADEMIC POLICY

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### ATTENDANCE POLICY

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Successful completion of training at CDA Technical Institute can only be achieved through regular, punctual attendance. Each student's progress is monitored on a daily basis for academic progress (a score of 70% or better) as well as attendance.

Students enrolled in Air/Mixed Gas Commercial Diver Program may not miss more than three (3) days or 27 clock hours in any module and not more than six (6) days or 54 clock hours in the total program. The student must be in attendance a minimum of 93.8%.

Students enrolled in the Voltage Line Worker Program may not miss more than three (3) days or 27.75 clock hours in any module and not more than six (6) days or 55.5 clock hours in the program. The student must be in attendance a minimum of 94.3% of the program.

Students enrolled in the Hyperbaric Technician, Dive Medical Technician, and SDI Sport Diving Instructor electives may not miss more than ten (10) percent of the total course, 4.4 Clock hours for Hyperbaric Technician, 4 clock hours for Dive Medical Technician, and SDI Sport Diving Instructor 2.5 clock hours.

Students absent more than the maximum number of days allowed during any module will have to repeat the module. Students will receive a written warning prior to violating the attendance policy. Students who are absent more than the maximum allowed days in a given program will be administratively withdrawn from that program. All absences and tardy occurrences are recorded in the student's permanent record. Those students with 2 days of absence will be advised by the Instructor, Dean or Campus Director.

Students who are present, but missing up to 25% of the training day will be marked tardy. Those attending less than 75% of the training day will be marked absent.

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### TARDINESS

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Tardy is defined as being late for or leaving early from any class or official school function. Students arriving after attendance has been taken will be marked tardy. Those leaving early will be marked tardy. Three (3) tardies during a module will convert to one (1) absence. Tardy marks do not carry forward to the next module (month) unless enough were accumulated to convert to an absence. Absences converted from instances of being tardy do count in the cumulative total. There are critical training days and these days cannot be missed. Missing one of these days may constitute dismissal.

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### EXCUSED ABSENCE

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Eligibility for a student to have an excused absence is at the discretion of the Dean or Medical Supervisor. The student must submit official documentation to the Dean or Medical Supervisor for evaluation. If the student is granted an excused absence, the missed hours will still count when computing maximum number of allowable absences, unless the time is made-up. An excused absence will impact the eligibility for the perfect attendance award. See Make-Up policy on page 41.

## LEAVE OF ABSENCE

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A leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family. Only one leave of absence will be granted in a 12-month period and it must not exceed 50% of the program's length.

Student must submit a written request for a leave of absence in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with the institution's consecutive absence policy, he/she must be withdrawn.

The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be identified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.

The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.

The institution must document its approval decision relative to the leave of absence request in accordance with its published policy.

Students using Veterans Educational Assistance Benefits must be withdrawn during all periods of absence. If a student violates attendance, a thirty-day probationary period will be enforced and the student will not receive benefits during the thirty days after returning from the attendance violation. A refund may be granted according to the Refund Policy.

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.

## RE-ENTRY

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A student who have been suspended, terminated or withdrawn from CDA may seek re-admission under certain circumstances by submitting a new application and a \$100 re-entry fee. The Dean will interview the student and the final decision will be made by the Dean, Director of Compliance or President. Also, if the student has a written appeal, the final decision will be made by the School President. The school may require a drug test and additional documentation. The school is not obligated to readmit a student.

## DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

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Objective: CDA Technical Institute seeks to maintain a safe and healthy environment for all persons. The following Drug and Alcohol Abuse Prevention Program (DAAPP) will assist in CDA's commitment to maintaining an alcohol and drug free campus. All institutions of higher education are required to create a drug and alcohol abuse prevention program that will:

- Annually notify each employee and student of standards of conduct; a description of appropriate sanctions for violation of federal, state and local law and campus policy; a description of health risk associated with alcohol and other drug use; and a list of available treatment program.
- Develop a sound method of distributing annual notification information to every student and staff member each year.
- Prepare a biennial report on the effectiveness of its DAAPP and the consistency of sanction enforcement.

The following DAAPP is intended not only to meet the federal requirements but also make all students, faculty, and staff aware of CDA's expectations in regard to alcohol and drugs, encourage abstinence and assist anyone struggling with these harmful substances.

### **Annual Notification**

CDA will notify all students, staff, and faculty through their email accounts of this DAAPP no later than October 1st of each year. In addition, new employees and entering students will be provided a copy of the program during or following their new employee or student orientation.

### **Standards of Conduct**

The Drug-Free Schools and Communities Act Amendment of 1989 is a federal law, which requires all educational institutions to have and make available a clear policy regarding illegal drugs.

The well-being of its students and employees and creation of an optimal learning environment are fundamental priorities for CDA Technical Institute

CDA's commitment to this standard is firm and it will take actions to maintain a safe and healthy educational environment, therefore CDA prohibits the unlawful distribution, possession, or use of controlled substances, illegal or illicit drugs, or alcohol by students or employees, on campus property, in the dorms, or as a part of campus activities, or in any way related to campus employment or programs.

### **Sanctions**

Any student or employee who violates the position of CDA in regard to the unlawful distribution, possession, or use of controlled substances, illegal or illicit drugs, or alcohol is subject to disciplinary action as detailed within this document and the following Drug and Alcohol Testing Procedures

## DRUG AND ALCOHOL TESTING

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CDA has put in place the following mandatory drug and alcohol testing.

### **Mandatory Monthly Drug Screenings**

- For students on day 1 and mandatory monthly during each of the next 4 modules.
- If the employee or student exhibits conduct that would cause a reasonable person to believe that the employee or student is under the influence of drugs;
- If the employee demonstrates a level of job performance which suggests a drug problem

### **Mandatory Daily Alcohol Testing**

- Student Breathalyzer testing will be conducted every morning at 8:00 am, prior to participating in the morning mandatory buoyancy control swim.
- Anytime the student exhibits conduct that would cause a reasonable person to believe that the employee or student is under the influence of alcohol.

Testing will be conducted at the campus and in addition, an independent professional laboratory can also be used if deemed necessary. Termination of enrollment or employment may occur as a result of a violation of any provision of this policy.

### **Notice of Potential Student Sanctions**

Any student who violates the provisions of this program is subject to disciplinary action, which may include termination of enrollment. The policies and procedures by which disciplinary action will be carried out are detailed in the attached procedure document and under the Policy on Student Conduct in the current campus catalog.

### **Notice of Potential Employee Sanctions**

Any employee who violates the provisions of this program is subject to disciplinary action, which may include termination of employment.

Each employee of CDA, as a condition of employment, will agree to abide by the provisions of this regulation and all applicable conditions of the Drug-Free Schools and Communities Act Amendments of 1989 and will notify the institution of any criminal drug statute conviction for a violation occurring in the workplace no later than five working days after such conviction.

### **Notice of Potential Legal Consequences**

Apart and distinct from CDA policies, employees and students who engage in the unlawful use, possession, or distribution of controlled substances, illicit or illegal drugs, or alcohol are subject to sanctions under local and municipal ordinances, Florida statutes and the United States code, or other applicable local, state, and federal laws. Such sanctions could include, without limitation, fines and imprisonment.



Federal law prohibits possession, use, distribution, manufacture, or dispensing of controlled substances. The ultimate punishment for drug crimes generally depends on the quantity, classification and purpose of possession of the drug. The most serious drug crimes are producing, manufacturing, or selling illegal drugs.

### **Federal Drug Possession Penalties**

Note: Federal charges are not applicable unless multi-state trafficking is involved.

- First violation: a minimum fine of \$1,000 but no more than \$100,000, and a maximum jail term of one year.
- Second violation: a minimum fine of \$2,500 but not more than \$250,000, and/or minimum jail term of 15 days but not more than two years.
- Third or subsequent violation: a minimum fine of \$5,000 but not more than \$250,000 and/or a minimum jail term of 90 days but not more than three years.
- Federal penalties have special sentencing provisions for the possession of crack cocaine: a maximum fine of \$250,000 and/or a minimum jail term of five years but not more than 20 years, if it is a first conviction and the amount of crack cocaine possessed exceeds 5 grams; second crack cocaine conviction, and the amount possessed exceeds 3 gram; third conviction and the amount possessed exceeds 1 gram.

### **Notification to State and Federal Authorities**

CDA may refer individuals, whether employees, students or visitor to applicable local, state or federal law enforcement authorities for prosecution. Any employee or student convicted under a criminal drug statute for a violation occurring on campus must notify the Director of Compliance (DOC) within five working days of the conviction. Within ten working days, CDA is required to notify the Department of Education of the disciplinary action. Within thirty days, CDA will take appropriate disciplinary action.

A student, who is convicted of a state or federal offense involving the possession or sale of an illegal drug that occurred while the student is enrolled in school and receiving Title IV aid, is not eligible for Title IV funds. A borrower's eligibility is based on the student's self-certification on the Free Application for Federal Student Aid (FAFSA). Convictions that are reversed, set aside, or removed from the student's record, or a determination arising from a juvenile court proceeding does not affect eligibility and do not need to be reported by the student.

Any employee convicted under a criminal drug statute for a violation occurring on campus must notify the DOC within five working days of the conviction. Within thirty days, CDA will take appropriate disciplinary action.

### **Health Risks Associated with the Use of Alcohol and Other Drugs**

The use, misuse and abuse of illicit or illegal drugs and alcohol can lead to or result in a variety of health risks. Whether the drug of choice is alcohol, marijuana, a prescription drug, cocaine, or other illegal drugs, the habit can lead to a change in work habits, too. Some people may believe that drugs are harmless or even helpful. The truth is that drugs can have very serious, long-term physical and emotional health effects. If drugs are mixed, the impact is even more detrimental. The following is a partial list of drugs and some of the consequences of their use. Only some of the known health risks are covered, and not all legal or illegal drugs are included.

## Effects of Alcohol Abuse

**Acute:** Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the risk that the driver will be involved in an accident. Motor vehicle and other types of accidents are the leading cause of death among individuals aged fifteen to twenty-four years. Most are related to drinking and driving. Poor decisions and aggressive acts such as sexual assault are almost always associated with alcohol use. Studies suggest that low to moderate levels of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse.

Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to problem solve, to process information and to remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system such as benzodiazepines, much lower doses of alcohol will produce the effects just described.

**Chronic:** Repeated, long-term use of alcohol can lead to physical dependence. Sudden cessation of alcohol intake in chronic users is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and seizures. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Some studies suggest that brain cells are actually permanently lost (killed) by high levels of alcohol.

Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants may have abnormalities such as deficits in impulse control, and impaired concentration, affected academic performance and being at risk for irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

## Effects of Other Drugs

The National Institute on Drug Abuse website at <http://www.drugabuse.gov> features a page on the health effects of a number of drugs. To assist the public in keeping current on drug related issues, the NIDA website also features a page on emerging drugs.

## Illegal (Non-Prescribed) Drugs

**Marijuana:** Marijuana and related compounds are usually used for their "relaxation" effects or to produce an altered sense of reality, a "high." In higher doses, marijuana can increase anxiety due to interaction with brain receptors for cannabis. Marijuana is usually smoked, and like tobacco, it is very toxic to the lungs. There is evidence that early use of marijuana puts the user at increased risk for development of major psychiatric disorders that may include psychosis, altering the lives of individuals significantly. This is a risk that cannot be predicted in advance for individual brains. Chronic use may negatively affect motivation to learn, or to engage in usual activities. Disorders of memory (loss) and of mood often occur in chronic users.

**Herbal Incense, Chaos, and Spice (Synthetic Cannabis/Marijuana-like):** These products can be dangerous and produce a psychotic-like reaction with hallucinations.

**Cocaine (stimulant):** Cocaine, crack, and related forms are usually used for stimulation and to produce a sense of euphoria. All forms of cocaine are highly addictive, producing a habit that is extremely difficult to stop. In some individuals, cocaine may produce fatal cardiac rhythm disturbances. Cocaine use affects the dopamine system of the brain and can lead to severe mood dysregulation and at times psychotic level of thinking. This can result in dangerous

behavior leading to safety risks for both the user and others in the environment. Chronic cocaine use negatively affects concentration and memory.

**Amphetamines (stimulants):** Amphetamines, and their new derivatives “crystal,” “ice,” and Ecstasy, are used for stimulation. These compounds are very addictive and may produce psychotic and violent behaviors.

Ecstasy and “Molly” (possibly a purer form of ecstasy) or MDMA is a drug of the phenethylamine and amphetamine class. Both drugs are used to induce euphoria, diminish anxiety, and possibly increase a sense of intimacy. These drugs can cause fatal cardiac arrhythmias or lead to severe mood dysregulation and psychosis.

**Bath Salts (Purple Wave, Vanilla Sky, or Bliss):** These synthetic powder products contain various amphetamine-like chemicals. Many side effects have been reported varying from agitation, high blood pressure, increased pulse, chest pain, to hallucinations, and suicide.

**LSD and PCP (hallucinogens):** These chemicals are used to produce “altered states” to escape reality. In changing perceptions, these drugs can result in very poor decision-making, which can lead to accident or death. They can cause psychosis in some individuals. PCP is notable for the effects on mood, potentially leading to severe agitation and aggression. Individuals with a PCP psychosis can be aggressive and full of rage, increasing risk of danger both to the individual and those in the environment. The negative effects of PCP may continue after the drug is out of the system.

**Heroin (narcotics):** These are among some of the most addictive substances known. They produce a high or euphoria. Withdrawal can produce seizures or even coma. Overdose is common and can result in death. Needle-drug users are in a high-risk group for infection with human immunodeficiency virus, the precursor of AIDS.

## **Prescription Drugs**

Many medications and prescribed drugs have the potential for abuse. Those listed below are some of the most abused, addictive, and dangerous.

Adderall, Concerta, Ritalin, etc. are stimulants and controlled by the Drug Enforcement Agency (DEA). These drugs are often prescribed for students who have been diagnosed with Attention Deficit Disorder (ADD) or ADHD. They are, however, used by some individuals who do not have ADHD to increase alertness or recreationally for a “high.” Studies do not show improved academic performance when these stimulants are taken by students without ADHD. The risk from misuse of these drugs ranges from lack of sleep and weight loss to the more severe risk of psychosis with severely disorganized thinking. Individuals who develop psychosis have very poor insight and judgment and so continue to use the drugs in excess. For individuals abusing these stimulants, abrupt withdrawal may lead to significant mood changes including severe depression with a risk of self-harm.

Codeine, Hydrocodone (Lortab and Vicodin), and Oxycodone (Percocet and OxyContin) are medications that are prescribed for severe pain. All these drugs can be addictive and may be abused for feeling anxious, sedation, falling asleep, or to get a “buzz” or “high.” Addiction to pain medications is common and withdrawal can be very difficult to manage.

Xanax, Valium, and Other Benzodiazepine Drugs are prescribed for acute anxiety and panic attacks. Use of all benzodiazepine compounds can lead to psychological and physiological dependence. Symptoms associated with withdrawal from these drugs can be severe and include seizures. Barbiturates are also sedative medications that can be addictive. Barbiturates are no longer commonly prescribed but are potentially addictive. As with all sedatives,

withdrawal symptoms can be dangerous and severe. Combination of these drugs with other central nervous system depressants can be dangerous.

How can you help prevent prescription drug abuse?

- Ask your doctor or pharmacist about your medication, especially if you are unsure about its effects.
- Keep your doctor informed about all medications you are taking, including over-the-counter medications.
- Read the information your pharmacist provides before starting to take medications.
- Take your medication(s) as prescribed.
- Keep all prescription medications secured at all times and properly dispose of any unused medications.
- Do not share your medications with others, or consume medications prescribed for others.

If you have concerns or questions regarding the use and/or abuse of these prescription medications or others, ask for professional advice.

Warning Signs of Possible Drug and Alcohol Abuse

- Withdrawal from social situations
- Increased boredom or drowsiness
- Change in personal appearance (increasingly unkempt or sloppy)
- Change in friends
- Easily discouraged; defeatist attitude
- Low frustration tolerance (outbursts)
- Violent behavior and vandalism
- Terse replies to questions or conversation
- Sad or forlorn expression
- Lying
- Poor classroom attendance
- Dropping grades or poor work
- Apathy or loss of interest
- Change in sleep pattern ranging from excessive sleep to inability to sleep
- Frequent excuses for absences from planned activities

When such signs appear in friends or fellow students...

DO:

- Express your concern and caring
- Be ready to listen
- Communicate your desire to help
- Make concrete suggestions as to where the friend or fellow student can find help or how he or she might cope with a given problem
- Try to get the student to seek professional help
- Ask for assistance from campus resources
- Be persistent
- Understand the definition of friendship to include making difficult decisions that may anger your friends

DON'T:

- Take the situation lightly or as a joke
- Be offended if the friend or fellow student tries to "put you off"
- Take "I don't have a problem" as an answer
- Try to handle the friend or fellow student alone - ask for assistance
- Lecture about right and wrong
- Promote guilt feelings about grades or anything else
- Gossip: speak of it only to those who can help
- Excuse behavior because "everybody does it"

Available Drug and Alcohol Resources and Treatment

CDA does not provide drug and alcohol counseling or treatment. Students and employees with substance abuse problems are encouraged, and, in some cases, may be required to use the services of appropriate off-campus resources.

Note: This list does not represent an endorsement or recommendation of programs or organizations by CDA. Program or organization choice is solely the individual's responsibility.

Gateway Community Services: (904) 387-4661

Breakthrough Counseling and Recovery: (904) 419-6102

Greenfield Center: (904) 389-3784

Lake View Centers: (904) 727-6455

Biennial Review

CDA will conduct biennial reviews of this program to determine its effectiveness, to implement changes as needed, and to ensure that sanctions are consistently enforced.

Contact Information for Additional Questions

Students, employees, or any other interested party that would like additional information regarding CDA's efforts to maintain a drug and alcohol free campus should contact the Director of Compliance:

Linda Scott

Director of Compliance and Title IX Coordinator

lscott@cda.edu

904-766-7736

## CDA TECHNICAL DRUG AND ALCOHOL PROCEDURES AND SANCTIONS

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CDA prohibits the unlawful distribution, possession, or use of controlled substances, illegal or illicit drugs, or alcohol by students or employees, on campus property, in the dorms, or as a part of campus activities, or in any way related to the campus employment or programs. These restrictions are designed to ensure the safety and well-being of all students and employees.

No student or employee is to report to class/work or to any CDA activity while under the influence of drugs or alcohol.

### MANDATORY DAILY ALCOHOL TESTING PROCEDURE

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- Breathalyzer tests will be performed on all students each morning. In addition, a random breathalyzer can be performed if an individual exhibits conduct that would cause a reasonable person to believe that the student is under the influence of alcohol.
  - Medical Liaison, EMT Program Director, Instructor, or designated official will perform a breathalyzer on each student.
  - Breathalyzer results will be listed on the morning roster and turned into the administrative office immediately.
  - Any student testing above .000 will be sent to the administrative office for counseling and will not be allowed to attend classes that day.
    - 1<sup>st</sup> violation – Student will be counseled and placed on probation, and not be allowed to attend class for the day.
    - 2<sup>nd</sup> violation – Student will be required to complete a 300-word essay on why alcohol and diving don't mix and the consequences of mixing the two, and will not be allowed to attend class for the day.
    - 3<sup>rd</sup> violation – Student will be rolled back and have to repeat the full module.
  - Administrative personnel will complete a student advising form (PPAD14.2) detailing the violation and reminding the student of the attendance policy and that violation of the attendance policy will result in the student being rolled back and having to repeat the module.
  - After the 2<sup>nd</sup> rollback, student will be dismissed from the program.

### MANDATORY MONTHLY DRUG SCREENING PROCEDURE

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- Drug Screening will be performed on day 1 and during each of the following 4 modules. Screening will also be performed if an individual exhibit conduct that would cause a reasonable person to believe that the student is under the influence of drugs.
  - Medical Liaison, EMT Program Director, or designated official will perform a drug screen at the medical clinic.
  - Drug screening results will be listed on a class roster and turned into the administrative office immediately.

- Any student testing positive on the day 1 drug screen will be send to the administrative office for counseling, and will be required to complete a drug awareness course and provide administration with a certificate of completion.
  - Students who tested positive for narcotics on the initial drug screen, will not be allowed to dive until a 2<sup>nd</sup> drug screen is performed within the first week and shows negative for narcotics.
- Students testing positive on drug screening during module 2 – 5 or on a random drug screen will be suspended for 30 days and must complete a drug awareness course, and have a negative drug screen, prior to being allowed to return back to school to pick up where they left off in the program.
- Students who test positive for drugs after 1 suspension, will be dismissed from the program.

### Dorm Privileges

Possession or consumption of Alcohol or drugs are prohibited in the dorms. When returning to campus after hours, any behavior deemed disruptive that interferes with the rights of students due to alcohol consumption will lead to disciplinary actions.

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## GRADING SYSTEM POLICY

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### DEFINITIONS

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The definition of a 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-six (26) 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

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CDA Technical Institute has a maximum student to teacher ratio of thirty-five (35) students to one (1) instructor/assistant in lab situations and thirty-five (35) students to one (1) instructor/assistant in classroom situations. The curriculum varies for each program and has been designed to prepare students to go to work upon graduation.



## ACADEMIC GRADE

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Passing grades are a minimum of 70% out of a possible 100%. Work is graded according to the following schedule:

Grade	Definition
A	90-100
B	80-89
C	70-79
F	69 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

Daily Participation	= 35%
All Quizzes and Tests	= 45%
Midpoint and Final Exams	= 20%

## INCREMENTS FOR EVALUATION

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Students will be evaluated at the End of each Module within the program. At this point the student must have a cumulative grade of 70% or better to be considered as maintaining Satisfactory Academic Progress.

## PRACTICAL GRADE

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

Factors such as LATENESS, ATTITUDE and GENERAL WORK ETHICS, will affect the grade. Any absent day will result in a ZERO for that day.

### WEEKLY – DAILY GRADE / EXAMPLES:

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

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## PRACTICAL FINAL AVERAGE

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Total weekly average divided by weeks = Practical Final Average

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## MAKE-UP WORK

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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. CDA reserves the right to charge students for additional instruction time and make-up work. **All make up work must be completed by the Saturday following the last day of the current module. Make up times will be set by management.**

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## TUTORING

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Every effort is made to ensure students achieve academic success during normal class time. On occasion, extra tutoring may be needed. Tutoring will be made available to those students that request it or at the recommendation of an Instructor. Additional cost may apply.

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## SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

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Student progress will be informally monitored at the end of each course. This process is conducted for ALL students. An informal 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 satisfactory academic progress or SAP. SAP consists of both qualitative and quantitative elements (see details below). Students must complete all program requirements within the "maximum time frame". The maximum time frame may not exceed 150% of the length of the program (measured in weeks) as stated in the catalog.

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## QUANTITATIVE ELEMENT

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An informal evaluation period is defined as one (1) Module, and a formal evaluation period is defined as a payment period (1/2 of the scheduled hours and 1/2 of the scheduled weeks). During each evaluation period, students are required to maintain a minimum of 90% completion hours. CDA Technical Institute's specific program requirements are listed on page 44 of this catalog, 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 warning and required to make up missed time by the end of the next module. Students on warning remain eligible for financial aid. Administrative withdrawal from the program will result if the student does not achieve SAP during the warning period.

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## QUALITATIVE ELEMENT

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Students are required to maintain a minimum grade of 70% at the end of each informal evaluation period. The qualitative element of SAP will be evaluated at the mid-point and end of the program.

A student who achieves less than a score of 70% on a written or practical quiz, test or exam will be allowed complete a retake within five (5) school days, with a waiting period of 2 days. Provided a passing grade is achieved (70% or greater)

for the retake, the maximum score given for the quiz, test or assessments will be 70%. Students failing the retake will be required to repeat the entire module. If, after repeating the module, the student still fails to meet the minimum requirements as detailed above, that student will be administratively dismissed from the program.

Mid-point and final assessments are administered in addition to the module quizzes and tests. All require a minimum score of 70%. A student must achieve a passing score on all module quizzes and tests before they will be allowed to take the mid-point or final assessment.

Students that do not achieve satisfactory academic progress at the midpoint evaluation will be placed on warning for the remaining payment period. Failing to meet and maintain the overall grade requirement 70% while on warning will result in administrative dismissal.

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### FINANCIAL AID WARNING

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Financial Aid Warning is the status assigned to a student after he/she fails to meet Satisfactory Academic Progress standards. Students may continue to receive Title IV aid for one payment period. A Financial Aid Warning period may not exceed one payment period. Failure to meet SAP by the end of the warning period will be academically dismissed from the program, unless they have an approved appeal on file.

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### APPEALS

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

The appeal process is as follows:

- Written appeal submitted to Dean of Students along with documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress.
- The appeal will be reviewed by the Chief Administrative Officer/Dean and the Director of Compliance; the student will be notified in writing within five (5) school days of the decision.
- The appeal decision is final.
- 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.
- At the end of the evaluation period, the student's academic status will be reviewed.
- The student may continue on probation as long as he/she
- meets the terms of the probation, until such time as satisfactory academic progress status is regained.

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### GRADUATION REQUIREMENTS

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All candidates for graduation must meet the following criteria to receive a diploma from CDA Technical Institute:

- Satisfactory attendance record in accordance with the attendance policy.
- Successful completion of all required practical, lab, clinical externship and academic coursework

- A minimum cumulative grade of 70 or higher
- Has fulfilled all financial obligations
- Complete an exit interview with the Financial Aid department if a student participates in any student loan program.

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.

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## DIPLOMA AND CERTIFICATES

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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 diploma which attests to the student's proficiency.

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### AIR/MIXED GAS COMMERCIAL DIVER

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Upon successful completion of the course the student will be awarded a CDA Technical Institute diploma for Air/Mixed Gas Commercial Diver, and credentials including:

- ADCE Tender/diver
- CDA Tech Certificate of completion for Underwater Visual Testing level 1
- Underwater Ultrasonic Testing Thickness levels 1 & 2
- Underwater Magnetic Particle Inspection Level 1 & 2
- CDA Tech entry level underwater welding
- CDA Tech entry level underwater burning
- CDA Tech Hazwoper certification as outlined in 29CFR 1910.120 of Occupational Health and Safety Administration (OSHA) regulations
- NCCER credentials for Core Curriculum
- NCCER credentials for Basic Rigger
- NASE WORLDWIDE Certification in accordance with ASHI for CPR/First Aid, AED & o2 provider
- PEC safety-SafeGulf/SafeLand
- NASE WORLDWIDE Open Water Diver certification (if not already certified).
- CDA Tech Certification of Completion for a 24-hour, commercial Diving ops and a night dive.

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### VOLTAGE LINE WORKER

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Upon successful completion of the course the student will be awarded a CDA Technical Institute diploma for Voltage Line Worker, and credentials including:

- Credentials from National Center for Construction Education and Research (NCCER):
  - Core Curriculum
  - Power Line Worker Level 1
  - Power Line Worker Distribution Level 2
  - Power Line Worker Distribution Level 3
  - Mobile Crane Operations Level 1
  - Basic Rigger
  - Field Safety

- Signal Person
- Wilderness/Line Worker Medical Technician Certification
- CPR/First Aid, AED & O<sub>2</sub> Provider Certification from American Safety and Health Institute (ASHI)
- OSHA 10 Certification

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### HYPERBARIC TECHNICIAN

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- Certified Hyperbaric Technologist (CHT) diploma and become eligible to work in a clinical environment. The student will also be eligible to take the CHT examination upon completion of 480 hours of documented preceptorship.

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### DIVE MEDICAL TECHNICIAN (DMT)

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- A diploma of course completion which enables graduates to seek certification by examination, upon completion of Module 16, from the National Board of Diving and Hyperbaric Medical Technology (NBDHMT) organization.

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### SDI SPORT DIVING INSTRUCTOR

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- A National Academy of Scuba Educators (NASE) Scuba Instructor certification.

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## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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The Family Educational Rights and Privacy Act (FERPA) is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 12. Defined as those records that contain information directly related to a student and which are maintained by CDA Technical Institute or by a party acting on behalf of the school.

The eligible student has:

1. The right to gain access to inspect and review their educational records within forty-five (45) days of submitting a request. Students should submit in writing their request to the Registrar, Campus Director, or other appropriate School Official. The written requests should identify the record(s) they wish to inspect. The CDA Technical Institute official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records being requested are not maintained by the school, we will direct the student to the appropriate agency or official to fulfill the request.
2. The right to request that inaccurate or misleading information in his or her education records is amended.

The eligible student should:

- A. submit a written request to the Registrar, Campus Director or other appropriate School Official
- B. clearly identify the part of the record they want amended
- C. specify why it is inaccurate or misleading

If the school decides not to amend a record in accordance with an eligible student's request, the school must inform the student of their right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the eligible student has the right to insert a statement in the record.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to CDA Technical Institute officials with legitimate educational interests. A CDA Technical Institute official is a person employed by the CDA Technical Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the CDA Technical Institute has contracted (such as an attorney, auditor, or collection agency).
4. Upon request, the school may disclose education records without consent to officials of another school, in which a student seeks or intends to enroll. [Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.]
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by state schools to comply with the requirements of FERPA. You can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA by visiting the website as follows: [www.ed.gov/policy/gen/guid/fpc/index.html](http://www.ed.gov/policy/gen/guid/fpc/index.html)

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

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## COMPLAINT PROCEDURE

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If a student has a complaint or grievance that has not been resolved through meetings with either faculty or staff, he or she should present the matter to the Vice President (VP). The VP will meet with the appropriate parties within a twenty-four (24) hour period and will present his findings and resolution to the student within forty-eight (48) hours. If the grievance is not resolved to the student's satisfaction, he or she may wish to refer the matter to the Accrediting Council for Continuing Education & Training (ACCET).

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## ACCET COMPLAINT PROCEDURE

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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 the quality of the educational training programs 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.

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

1. Complaints should be submitted in writing and mailed, or emailed 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).

#### 4. 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](mailto:complaints@accet.org)

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

## FLORIDA DEPARTMENT OF EDUCATION (CIE) COMPLAINT PROCESS

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To file a complaint against a nonpublic postsecondary institution in Florida, please write a letter or send an e-mail containing the following information:

1. Name of Student (or Complainant)
2. Complainant Address
3. Phone Number
4. Name of Institution
5. Location of the Institution (City)
6. Dates of Attendance
7. A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence, etc.
8. The complaint process of the Commission involves contacting the institution to obtain their response to your complaint. If you do not want the Commission to contact the institution you are attending, you must state so in your complaint; however, doing so will greatly hinder the Commission's ability to assist you with your complaint.

Send Letter To:

Commission for Independent Education 325 W. Gaines Street, Suite 1414  
Tallahassee, FL. 32399-0400

Or E-mail: [cieinfo@fldoe.org](mailto:cieinfo@fldoe.org)

Or Fax: 850-245-3238



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## CAMPUS SAFETY AND SECURITY

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Students should report any criminal activity to the CDA campus patrol and the Campus Director, Vice President, who are responsible for reporting any criminal activity to the police or other appropriate authorities. The school has security patrol to monitor the campus, classrooms, dorms and offices.

CDA does not accept liability for a student's car, personal belonging or safety while on campus or in parking lot and /or off-site locations. Students are expected to carry their own medical and personal property insurance and act accordingly to ensure their own safety.

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## CAREER SERVICES

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### CAREER COUNSELING AND PLACEMENT ASSISTANCE

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CDA Technical Institute 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, CDA Technical Institute also extends this service to its alumni through the use of the CDA Website and the CDA Facebook page. A Career Services staff member is available, via phone or email, to provide assistance to all CDA Alumni and students year-round.

All students complete a Communication Skills and Employability Skills course prior to graduation. Course objectives include developing a resume, writing cover letters, researching companies, conducting job searches, making a good impression and preparing for an interview.

Course objectives include:

Employability Skills:

Describe the opportunities in the construction businesses and how to enter the

1. Construction workforce.
2. Explain the importance of critical thinking and how to solve problems.
3. Explain the importance of social skills and identify ways good social skills are applied in the construction trades.

Communication Skills:

1. Describe the communication, listening, and speaking processes and their relationship to job performance.
2. Describe good reading and writing skills and their relationship to job performance.

CDA students complete Cover Letters and Resumes over a month prior to graduation and begin the process of applying for jobs. The Career Services Administrator provides job listings via email to Senior's, and all alumni, that have not secured a permanent position prior to and after graduation. The Career Services staff member also schedules employers to visit the campus, meet with and interview students, and provide insight into the diving/welding industry.

Career Services are provided on an individual basis throughout the year, in the classroom setting, in a formal Career Services class and again on the day of graduation. The progress of each graduate is tracked, documented, and personal contacts are made weekly from the Career Services Administrator to all graduates who have not secured a permanent position.

CDA Technical Institute does not guarantee students employment upon graduation from any of its classes.

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### CAREER OPPORTUNITIES:

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Graduates of CDA Technical Institute are prepared to perform tasks that require a high degree of complexity and utmost dedication to safety. The objective of each program is to develop the necessary skills to successfully compete in the employment arena. 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**, including DMT are employed to perform a multitude of tasks, including inspections, surveying, life support operation, operating hyperbaric chamber, drilling support (oil fields), underwater jetting, platform construction, salvage, search and recovery, underwater welding and cutting, and underwater installation, repair and maintenance, operation and maintenance, and operating hyperbaric chamber.

#### PROGRAM INFORMATION:

6-digit OPEID:	039853
Name of Program:	Air Mixed Gas Commercial Diver
Department of Education 6-digit CIP for program:	49.0304
Occupations for which this program prepares students:	49-9092.00

**Voltage Line Workers** install, maintain, or repair power lines that move electricity as well as identifying defective devices, voltage regulators, transformers and switches. The Line Worker will install and maintain the network of power lines that moves electricity from generating plants to customers. Line Workers who maintain the interstate power grid work in crews that travel to locations throughout a large region to service transmission lines and towers.

#### PROGRAM INFORMATION:

6-digit OPEID:	039853
Name of Program:	Voltage Line Workers
Department of Education 6-digit CIP for program:	46.0301

# STUDENT CONDUCT

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## CODE OF CONDUCT:

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CDA specifically prohibits conduct that can disrupt or prevent successful continuation of training. This applies particularly to actions conducted on CDA property, and includes items both disruptive and/or illegal. Activities that are conducted off CDA property are prohibited if they pose an obvious risk of disruption/continuation of training.

Any student found to have committed or to have attempted to commit misconduct is subject to the appropriate disciplinary action under this policy.

Examples include but are not limited to the following:

- Weapons - Students will not possess, or have in vehicles, firearms, ammunition, explosives, knives (excluding working dive/line workers tools of the trade) or weapons of any kind.
- Illegal or Unauthorized Possession or Use of Drugs, Controlled Substances, or Paraphernalia. – Students will not possess, consume, distribute, or be under the influence of illegal drugs while on school property or at any school sponsored event.
- Possession or consumption of alcohol – Students will not possess or consume alcohol while on campus (including dorms), or be under the influence of alcohol while attending classes.
- Theft, Property Damage, and Vandalism - Theft, possession of stolen property, unauthorized possession, wrongful sale/gift, or vandalism of property to include institution, housing, customer, staff or other students' property will not be tolerated.
- Threatening, Harassing, or Assaultive Conduct – Any unwelcome action whether physical, verbal, or nonverbal; that is intimidating, hostile or creates an offensive environment, the use of force or threat of force to engage a person in sexual activities without the person's willing consent, or involvement in hazing or threatening the physical safety and comfort of others or a display of violence that results in physical contact.
- Dishonesty – Any acts of dishonesty in any academic or related matter and any knowing or intentional help, attempt to help, or conspiracy to help, another student commits an act of academic dishonesty, including cheating, plagiarism, fabrication and misrepresentation.
- Disorderly Conduct – Exhibiting disruptive behavior that impairs interferes with or obstructs the orderly conduct, processes and functions of the school.
- Unsafe Conduct – Students will observe all safety regulations, including the use of appropriate PPE equipment, and adhere to the proper use of tools, equipment, and motorized vehicles.
- Refusal to Comply – Failure to act on verbal instructions of instructors or staff, including all safety procedures.
- Unauthorized Entry – Students will not enter or attempt to break and enter into any locked or unauthorized room, building, storage area, vehicle, computer, or data storage device. This includes using keys without authorization.
- Unauthorized Use of Institution Facilities and Services – Wrongfully using institution properties or facilities; misuse, alteration, or damage to fire-fighting equipment, safety devices or other emergency equipment or interfering with the performance of those specifically charged to carry out emergency services.
- Tobacco Use – Violating non-smoking and tobacco usage rules.
- Discrimination – Students will not use any verbal or non-verbal discrimination towards any individual or group.
- Attempts to Injure or Fraud – Making, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the institution when done with intent to injure, defraud, or misinform.

- Computer, Internet, and Network Use – Use of school computers, internet and networks in a manner that constitutes a violation of the institution code or local, state, and federal law, endangers system integrity, or accessing sites containing inappropriate content.
- Hazing – Any act taken on the institutions’ property or in connection with any institution-related group or activity that endangers the mental or physical health or safety of an individual (including, without limitation, an act intended to cause personal degradation or humiliation), or that destroys or removes public or private property, for the purpose of initiation in admission to, affiliation with, or as a condition for continued membership in a group or organization.
- Violation of Institution Rules - Engaging in conduct that violates institution or departmental regulations that have been posted or publicized.
- Violation of Federal or State Laws – Engaging in conduct that violates a federal or state law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct or arson.

Violations of any student code of conduct may result in any of the following actions:

- Warning – An oral or written warning or reprimand.
- Probation – A condition imposed for a defined period of time and includes the probability of more severe disciplinary action if the student is found to violate any institutional regulation during the probationary period.
- Required Compliance – Satisfying institutional requirements.
- Confiscation – Confiscation of goods used or possessed in violation of institution regulations or confiscation of falsified identification or identification wrongly used.
- Restitution – Making compensation for loss, injury, or damage.
- Restriction of Privileges – The denial or restriction of specified privileges.
- Suspension – Separation of the student from the institution for a defined period of time, after which the student is eligible to return to the institution.
- Expulsion – The permanent separation of the student from the institution.
- Withholding of Diploma or Degree – The withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned action.

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

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## SEXUAL HARASSMENT POLICY

CDA Technical Institute is committed to providing an environment that is free of sexual harassment and will not tolerate harassing behavior by any CDA Technical Institute employee, student or third party in connection with the educational program. We will act quickly and impartially to address claims of sexual harassment and discrimination and remedy discriminatory effects of inappropriate acts of harassment.

We encourage all individuals to inform CDA Technical Institute about behavior that may be inappropriate or constitute harassment promptly, before it becomes so serious that it interferes with your work or academic environment. We will work with students and employees to review their options for addressing the harassing behavior and tailor a response appropriate to the circumstances that effectively ends and prevents any further misconduct.

## COPYRIGHT POLICY

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Copyright is the ownership and control of the intellectual property in original works of authorship which are subject to copyright law. It is the policy of CDA Technical Institute that all rights, including intellectual property on the internet, in copyright shall remain with the creator unless the work is a work-for-hire (and copyright vests in CDA under copyright law), is supported by a direct allocation of funds through CDA for the pursuit of a specific project, is commissioned by CDA, makes significant use of CDA resources or personnel, or is otherwise subject to contractual obligations.

### Single Copies

- One chapter from a book
- One article from a journal issue or newspaper
- Multiple excerpts from a single book or journal issue will be accepted only if the total length of the submission is 10% or less of the total length of the book or journal issue.
- A short story, short essay, or short poem
- A chart, diagram, drawing, graph, cartoon, or picture
- Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue

### Cumulative Effect

- The copying of the material is for only one course, with no more than one copy per student in the course.
- Not more than one short article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during a term.
- There shall not be more than nine instances of such multiple copying for one course during a term.

Infringement of copyright law or the copyright policy will result in criminal liability and /or prosecution.

## STUDENT SERVICES

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### HOUSING

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CDA Technical Institute offers an on-campus barrack-style dormitory for specific programs at both the Jacksonville and Ocala locations. Dormitory's will be closed during all breaks. Please call Admissions for details.

There are various types of residential facilities available in the adjacent areas, including apartments and condominiums, to accommodate enrolled students. Although the school does not accept responsibility for locating off-campus housing for students, the school will make every effort to assist and direct students in obtaining affordable housing while attending CDA Technical Institute. Campus crime statistics are available in the Registrar's office.

### MEAL PLAN

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CDA Technical Institute is pleased to offer an in-house meal plan at both locations. The plan consists of three (3) meals per day, seven (7) days a week. The plan covers the entire length of the program when school is in session and is mandatory for all students living in the dormitory.

Student living off campus are not required to purchase the meal plan.

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## AIR MIXED GAS COMMERCIAL DIVER PROGRAM

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Housing and Meals	
Room and Board 20 weeks	\$7,000.00
Room and Board 4 weeks	\$1,400.00
Meal Per Day Plan (Monday - Friday for Off Campus Only)	\$3,000.00

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## VOLTAGE LINE WORKER PROGRAM

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Housing and Meals	
Room and Board 26 weeks	\$ 9,1000.00
Meal Per Day Plan (Monday – Thursday for Off Campus Only)	\$ 3,900.00

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## STUDENT PARKING

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Student parking is located at 5806 Main Street North, Jacksonville, FL 32208, approximately 1 mile from the main campus, behind America's Donuts. Vans drop off and pick up from the parking lot in the morning from 6:45am – 7:30am and in the evening from 5:00pm – 5:30 pm.

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## HEALTH SERVICES

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First aid emergency medical supplies are strategically located in and near the classrooms and on all of the floating laboratories. Referral to the services of a physician is available through the campus Medical Supervisor. No prescription medications are dispensed while attending CDA. Each student is encouraged to purchase short term insurance before registration, unless he or she is already adequately covered. In the event of an injury accident, CDA Technical Institute reserves the right to request a drug test.

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## NORMAN KETCHMAN LIBRARY

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The Norman Ketchman Library is a resource center for faculty and students. Computers are available in the library and are connected to the internet for research.

## PRO SHOP

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The Pro Shop supplies students with all required texts and classroom consumables. It also can supply the items at a cost well below the average dive shop. Items such as tee shirts, caps and mugs with our logo affixed are also available. The Pro Shop hours are posted and are also available by appointment.

## STUDENT RECORDS

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The Registrar's office maintains all student records, to include transcripts of total academic history. The final official transcript is permanently retained by the school and is available to students upon individual request. Student records will be provided to potential employers only after written request has been made by the student.

Students are provided a copy of their official transcript as a part of the graduation paper work. Additional copies are available by written request and an administrative fee will be charged.

## PART-TIME JOB OPPORTUNITIES

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Some students may require a part-time job to help finance their training. Within major port cities such as Jacksonville, job opportunities are available. 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. (VLW students Friday – Sunday)

U.S. Citizenship and Immigration Services (USCIS) restrict permission for international students to accept employment off-campus. Any application for off-campus practical training must be approved by USCIS, only for training purposes for a temporary period. If approved, the student will be allowed to have one month of practical training for every four months of study completed, limited to six months total practical training time.

## ACADEMIC ADVISING AND STUDENT COUNSELING

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Instructors are available to help students with academic issues and refer them to tutoring also conducted by instructors.

CDA Technical Institute does not have a pastoral or professional counselor; therefore, the school doesn't have a policy pertaining to this area. Students requesting these services are referred to various community resources.

## FINANCIAL AID ADVISEMENT:

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Students are encouraged to speak with our Financial Aid team for advisement throughout their academic program.

## ADVISORY BOARD COMMITTEE

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Captain Ray Black, President/Owner (Chairman)  
CDA Technical Institute

Emily Black-Whiddon – VP  
CDA Technical Institute

Mick Parkinson, Medical Supervisor  
CDA Technical Institute

Dr. Daniel Matricia, M.D. Medical Director  
CDA Technical Institute  
Jacksonville Beach, FL

Brandon Lee  
Pike Electric

Eric Waters  
Pike Electric

Robbie Champagne  
C-Dive

Ben LeBlanc  
Patriot Construction



## STAFF AND FACULTY

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### ADMINISTRATIVE STAFF

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Captain Ray Black	President/Owner	Jacksonville and Ocala
Ray Black II	Vice President - International	Jacksonville and Ocala
Emily Black-Whiddon	Vice President	Jacksonville and Ocala
Linda Scott	Campus Director/Compliance	Jacksonville and Ocala
Sybil Ragunath	Controller	Jacksonville
Mark Palumbo	Associate Dean	Jacksonville
Richard Jolly	Senior VP of International	Jacksonville and Ocala
Robert Boyd	Maintenance Manager	Jacksonville
Richard Fegeley	NASE Program Director	Ocala

### FACULTY

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In making faculty selections, the institution considers educational background, as well as relevant work experience.

Brandon Mounts	AMGCD Lead Instructor	Jacksonville
Chad Hitt	AMGCD Instructor	Jacksonville
Eric Bitz	AMGCD Instructor	Jacksonville
Warren Smith	AMGCD Assistant Instructor	Jacksonville