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Toll Free: 888-974-2232

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- Organization and Structure

STAFF & FACULTY

- Administrative Staff
- Faculty
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.
OWNERSHIP

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

OFFICERS/OWNERS

President: Ray Black
Chief Administrative Officer: Allen Garber

GOVERNING BODY

CDA Technical Institute
91 Trout River Drive
Jacksonville, FL 32208

HOURS OF OPERATION

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

MISSION STATEMENT

CDA Technical Institute is a post-secondary school designed to provide the diving, inspection, maritime and medical 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 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

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
- a physical fitness program (for the diving students only) designed to assist students in reaching their maximum potential and encourage team building
- 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

CDA Technical Institutes’ location 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

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.
2. Facility is approved for Veterans’ training.

MEMBERSHIPS/AFFILIATIONS

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)
• Association of Diving Contractors International (ADCI)
• Diver Certification board of Canada (DCBC)
• International Marine Contractors Association (IMCA)
• 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
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 20 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.

**CAMPUS FACILITIES AND SETTINGS**

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 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 chambers. This site provides our diving students with the opportunity to complete their requirements for international certification. This site also 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.
GENERAL POLICIES

In accordance with Title IX of Education Amendments Act of 1972, CDA Technical Institute does not discriminate by denying admission due to race, basis of ethnic origin, sex, gender or religion.

The institute does not discriminate at either location on the basis of disability as mandated by the Americans with Disabilities Act of 1990. No otherwise qualified disabled person, solely on the basis of handicap, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the administration of any educational program or activity including admission or access thereto or in treatment of employment therein by CDA Technical Institute. Within specific industry limitations, the admissions process, and acceptance to the program, is the same for individuals with special needs. Questions concerning accommodation of a disability should be addressed directly to the Chief Administrative Officer.

OBJECTIVE/PHILOSOPHY

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, maritime welders, emergency medical technicians and dive medical technicians.

Our philosophy is to use small classes consisting of a maximum of twenty five (25) students per session, which is ideal for the hands-on training that is offered through our programs.

SCHOOL TOURS

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 to schedule a tour and to hear all about “The CDA Technical Institute Advantage” and how it will benefit your career.
GENERAL ADMISSION REQUIREMENTS

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 Amelia Short Term Care (Amelia Care option is not insurance).

2. For students receiving assistance from the Department of Veteran Affairs, the following must be submitted in addition to above items:
   - Official Joint Services Transcript (JST)
   - Official school transcripts for any other post-secondary schools attended.

3. Consent to an interview by the Admissions Department and demonstrate the desire and ability to graduate and go to work.

4. Complete and sign an Enrollment Agreement Form.

5. Submit a non-refundable registration fee of $100.00. Military applicants Waived.

6. 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 or may be requested by contacting:

In writing: CDA Technical Institute
C/o Admissions Department
91 Trout River Drive
Jacksonville, FL 32208

Telephone: (904)766-7736
Toll free: (888)974-2232
Facsimile: (904)766-7764
PROGRAM-SPECIFIC ADMISSION REQUIREMENTS

AIR/MIXED GAS COMMERCIAL DIVER REQUIREMENTS:

➢ Complete and sign Medical History Form,
➢ Proof of open-water Scuba Certification (if applicant is not certified, he or she must obtain certification prior to graduation),
➢ 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, all fees and tuition will be refunded according to the refund policy
➢ Ability to obtain a TWIC card*
➢ Must be able to swim
➢ Mechanically inclined

MARITIME WELDING REQUIREMENTS:

➢ 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,
➢ Ability to obtain a TWIC card*

ALL MEDICAL PROGRAM REQUIREMENTS:

➢ 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 completion of a recognized Emergency Medical Training (EMT) program.

*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.

INTERNATIONAL APPLICANTS:

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:
1. Contact the U.S. Embassy in their home country

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

3. Go to 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 form I-20 application needs to be completed to obtain a student visa. This form is not issued until the applicant has:
   a) submitted all required documents
   b) been officially accepted by CDA
   c) paid registration fees

Add/Drop Period

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 add/drop.

TRANSFER OF CREDIT:

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. Credit for previous training or education will be taken into consideration by the Chief Administrative Officer or Dean.

Credit is granted after an evaluation of previous training at the sole discretion of the Chief Administrative Officer. 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.

The Registrar 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 2018 and 2019**

**CLASS START DATES**

**Class begins on the Tuesday after National Holiday.**

**Following any holiday classes will be held on Saturday.**

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**Spring Break 03/26/2018 to 03/30/2018**

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**Summer Break 07/23/2018 to 07/27/2018**

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**Thanksgiving Break 11/19/2018 to 11/23/2018**

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**Christmas Break 12/24/2018 to 01/06/2019**

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**Spring Break 04/01/2019 to 04/05/2019**

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**Thanksgiving Break 11/25/2019 to 11/29/2019**

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**Christmas Break 12/23/2019 to 01/06/2020**
# ACADEMIC CALENDAR

Maritime Welding Program (MWP) 2018 and 2019 CLASS START DATES

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<td>08/13/2018</td>
<td>12/07/2018</td>
</tr>
<tr>
<td>918</td>
<td>09/10/2018</td>
<td>01/11/2019</td>
</tr>
<tr>
<td>1018</td>
<td>10/08/2018</td>
<td>02/08/2019</td>
</tr>
<tr>
<td>1118</td>
<td>11/05/2018</td>
<td>03/08/2019</td>
</tr>
<tr>
<td></td>
<td><strong>Thanksgiving Break 11/19/2018 to 11/23/2018</strong></td>
<td></td>
</tr>
<tr>
<td>1218</td>
<td>12/10/2018</td>
<td>04/12/2019</td>
</tr>
<tr>
<td></td>
<td><strong>Christmas Break 12/24/2018 to 12/28/2018</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Designation</th>
<th>Start</th>
<th>Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>119</td>
<td>01/21/2019</td>
<td>05/17/2019</td>
</tr>
<tr>
<td>219</td>
<td>02/18/2019</td>
<td>06/14/2019</td>
</tr>
<tr>
<td>319</td>
<td>03/18/2019</td>
<td>07/12/2019</td>
</tr>
<tr>
<td></td>
<td><strong>Spring Break 04/01/2019 to 04/05/2019</strong></td>
<td></td>
</tr>
<tr>
<td>419</td>
<td>04/22/2019</td>
<td>08/09/2019</td>
</tr>
<tr>
<td>519</td>
<td>05/20/2019</td>
<td>09/06/2019</td>
</tr>
<tr>
<td>619</td>
<td>06/17/2019</td>
<td>10/04/2019</td>
</tr>
<tr>
<td>719</td>
<td>07/15/2019</td>
<td>11/01/2020</td>
</tr>
<tr>
<td></td>
<td><strong>Thanksgiving Break 11/25/2019 to 11/29/2019</strong></td>
<td></td>
</tr>
<tr>
<td>819</td>
<td>08/12/2019</td>
<td>12/06/2019</td>
</tr>
<tr>
<td>919</td>
<td>09/09/2019</td>
<td>01/17/2020</td>
</tr>
<tr>
<td>1019</td>
<td>10/07/2019</td>
<td>02/14/2020</td>
</tr>
<tr>
<td>1119</td>
<td>11/04/2019</td>
<td>03/13/2020</td>
</tr>
<tr>
<td></td>
<td><strong>Christmas Break 12/23/2019 to 01/06/2019</strong></td>
<td></td>
</tr>
</tbody>
</table>
ACADEMIC CALENDAR

2018 School Closure dates:

Spring Break 03/26/2018 to 03/30/2018  Summer Break 07/23/2018 to 07/27/2018

School Holidays – Campus Closed/No Classes Conducted:


*Holidays are subject to the Deep Water Training Center (DWTC) schedule and may be a full work day.
**Classes are dismissed 5 pm Friday before breaks; students return for physical training Monday at 6:15 after breaks.

2019 School Closure dates:

Spring Break 04/01/2019 to 04/05/2019  Thanksgiving Break 11/25/2019 to 11/29/2019
Christmas Break 12/23/2019 to 01/03/2020

School Holidays – Campus Closed/No Classes Conducted:


*Holidays are subject to the Deep Water Training Center (DWTC) schedule and may be a full work day.
**Classes are dismissed 5 pm Friday before breaks; students return for physical training Monday at 6:15 after breaks.
PROGRAM OFFERINGS

GENERAL PROGRAMS

Air/Mixed Gas Commercial Diver

Maritime Welding
CDA 1101 - AIR/MIXED GAS COMMERCIAL DIVER  
(Jacksonville and Ocala Location)

LENGTH OF COURSE

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 training is thirty (30). Classes are in session Monday through Friday from 6:10 am to 5:00 pm. The daily schedule includes 45 minutes of physical training (PT), a 60 minute lunch and two breaks.

<table>
<thead>
<tr>
<th>Practical Experience Hours</th>
<th>543</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Hours</td>
<td>328</td>
</tr>
<tr>
<td><strong>TOTAL CLOCK HOURS</strong></td>
<td>871</td>
</tr>
</tbody>
</table>

Number of Weeks 20  
Hours Per Day 9

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

All of this is combined with a minimum of 36 hours of bottom time learning the basic skills of surface-supplied diving in a shallower open-water environment, and fourteen (14) hours of advanced skills training at much deeper depths.

CDA Technical Institute trains new divers in a 20’ orientation tank, where the instructors can watch the student through a viewing port. After orientation in the training tanks, students move to open-water training in the Trout River, which is a low-visibility, swift-moving tidal waterway.

Students will train at the Deep Water Training Center (DWTC), where they will dive to depths of over 50m (165/ft.). Surface-supplied diving at the DWTC will utilize advanced equipment to fulfill the training requirements for the Diver Certification Board of Canada (DCBC). **Students must reside at the DWTC during this training period.** For those students who have chosen to live off campus during the training in Jacksonville, they will also be required to reside at the DWTC and will be billed for the meal plan and dormitory residence.

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.
DIVING PHYSICS
– 60 hours
  ➢ Gas Laws
  ➢ Pressure
  ➢ Buoyancy

Diving Physics, Decompression & Emergency Management
PROCEDURES – 60 hours
  ➢ Systems of the Body
  ➢ Respiration / Circulation
  ➢ Effects of Pressure

DIVING INSTRUCTIONS & SEARCHES
– 60 hours
  ➢ Searching Techniques
  ➢ Taking Measurements Underwater
  ➢ Still Photography & Underwater Video

Diving Physiology, Decompression & Emergency Management
PROCEDURES – 60 hours
  ➢ Systems of the Body
  ➢ Respiration / Circulation
  ➢ Effects of Pressure

DIVING EQUIPMENT, SYSTEMS & PROCEDURES
– 65 hours
  ➢ Diesel Engines & Compressors
  ➢ Equipment Maintenance
  ➢ Diving Stages & Dive Bells

HAND & POWER TOOLS
– 30 hours
  ➢ Hand Tools
  ➢ Pneumatic Tools
  ➢ Hydraulic Tools

DIVING EQUIPMENT, SYSTEMS & PROCEDURES
– 65 hours
  ➢ Diesel Engines & Compressors
  ➢ Equipment Maintenance
  ➢ Diving Stages & Dive Bells

WATER JETTING, AIRLIFTS, VENTURI DREDGES & LIFT BAGS
– 30 hours
  ➢ Principles of Operation
  ➢ Safety Precautions
  ➢ Pre & Post Dive Checks & Maintenance

Practical Use of Diving Equipment
– 91 hours
  ➢ Surface Supplied Dive Gear
  ➢ Diving Helmets
  ➢ Emergency Drills & Procedures

Cutting & Welding Equipment
– 88 hours
  ➢ Underwater Exothermic Cutting
  ➢ Underwater Welding
  ➢ Hazards & Safety Precautions

Diving Hazards & Legislation
– 50 hours
  ➢ Diving Regulations
  ➢ Air Purity Standards
  ➢ Marine Life

Diver Communication Systems
– 40 hours
  ➢ Voice Communications
  ➢ Hand Signals
  ➢ Line Pulls

Underwater Explosives
– 2 hours
  ➢ Basic Knowledge
  ➢ Safety
  ➢ Applications

Rigging
– 50 hours
  ➢ Knott Tying & Applications
  ➢ Basic Crane Operations
  ➢ Wire Rope, Chain & Straps

Underwater Construction Techniques
– 180 hours
  ➢ Pipeline Placement & Tie-ins
  ➢ Underwater Concrete Pouring Methods
  ➢ Salvage

Diving Hazards & Legislation
– 50 hours
  ➢ Diving Regulations
  ➢ Air Purity Standards
  ➢ Marine Life

Diver Communication Systems
– 40 hours
  ➢ Voice Communications
  ➢ Hand Signals
  ➢ Line Pulls

Hyperbaric Chamber Operations
– 65 hours
  ➢ Decompression & Recompression
  ➢ Chamber Operations & Procedures
  ➢ Differential Diagnosis
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.

**TUITION AND FEES**  
**Effective 01/01/2017**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air/Mixed Gas Commercial Diver Tuition</td>
<td>$23,500.00</td>
</tr>
<tr>
<td>Registration Fee <em>Non-Refundable</em></td>
<td>$100.00</td>
</tr>
<tr>
<td>Open Water Diver Certification <em>(if not certified)</em></td>
<td>$350.00</td>
</tr>
<tr>
<td>Physical</td>
<td>$499.00</td>
</tr>
<tr>
<td>Campus Parking Permit</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

**EQUIPMENT** *(Not included in Tuition - All items are required, but students can furnish their own)*

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Safety Harness</td>
<td>$239.00</td>
</tr>
<tr>
<td>Quick Release harness / Lanyard</td>
<td>$61.00</td>
</tr>
<tr>
<td>Commercial weight belt</td>
<td>$388.00</td>
</tr>
<tr>
<td>Steel-toed dive boots</td>
<td>$24.00</td>
</tr>
<tr>
<td>Hybrid socks <em>(for dive boots)</em></td>
<td>$19.35</td>
</tr>
<tr>
<td>Bailout whip</td>
<td>$80.50</td>
</tr>
<tr>
<td>Velcro tank strap <em>(pair)</em></td>
<td>$31.00 each</td>
</tr>
<tr>
<td>CDA Water Bottle</td>
<td>$4.00</td>
</tr>
<tr>
<td>Northflex Gloves <em>(2 pairs)</em></td>
<td>$7.50 each</td>
</tr>
<tr>
<td>Tru-Fit Gloves</td>
<td>$13.50</td>
</tr>
<tr>
<td>Personal Floatation Device <em>(PFD)</em></td>
<td>$40.00</td>
</tr>
<tr>
<td>Safety glasses <em>(Must be OSHA-certified)</em> Clear and Shaded</td>
<td>2 pair <em>1 pair $6.00</em></td>
</tr>
<tr>
<td>Hard hat <em>(Must be OSHA-certified)</em></td>
<td>$12.20</td>
</tr>
<tr>
<td>Coveralls</td>
<td>$59.95</td>
</tr>
<tr>
<td>1st Stage</td>
<td>$149.95</td>
</tr>
<tr>
<td>PSI gauge <em>(cannot be a combination system, i.e. depth gauge, computer)</em></td>
<td>$93.45</td>
</tr>
<tr>
<td>Fins</td>
<td>$145.00</td>
</tr>
<tr>
<td>53 cu ft. cylinder</td>
<td>$160.00</td>
</tr>
<tr>
<td>Wetsuit - Two Piece</td>
<td>$160.00</td>
</tr>
<tr>
<td>Dry suit</td>
<td>$800.00</td>
</tr>
<tr>
<td>Booties</td>
<td>$44.50</td>
</tr>
<tr>
<td>Storm case</td>
<td>$275.00</td>
</tr>
<tr>
<td>CDA T-shirts <em>(5 total)</em></td>
<td>$15.00 each</td>
</tr>
<tr>
<td>Shackle</td>
<td>$8.00</td>
</tr>
<tr>
<td>Gear Clip Swivel <em>(brass)</em></td>
<td>$8.00</td>
</tr>
<tr>
<td>Knife <em>(must be able to use on land and in the water and rust resistant)</em></td>
<td>$20.00</td>
</tr>
<tr>
<td>Wetsuit Hanger <em>(Flashlight for river dives, Must be dive lights)</em> <em>(optional)</em></td>
<td>$10.00 each</td>
</tr>
<tr>
<td>Torch</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

The price of Torch is optional and is not included in the tuition. The cost is $65.00 for each.
**BOOKS** (Not included in Tuition - All items are required, but students can furnish their own)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Divers Handbook</td>
<td>$92.00</td>
</tr>
<tr>
<td>U.S. Navy Diving Manual</td>
<td>$39.95</td>
</tr>
<tr>
<td>Commercial Divers Logbook</td>
<td>$24.00</td>
</tr>
<tr>
<td>Tally Book</td>
<td>$6.00</td>
</tr>
<tr>
<td>NOAA Diving Manual: Diving for Science and Technology</td>
<td>$119.99</td>
</tr>
</tbody>
</table>

**National Center for Construction Education**

**and Research (NCCER) Text Books:**

| Core Curriculum – Introductory to Craft Skills 5E Basic  | $133.00|
| Rigger                                                   | $61.00 |

**Required if open-water scuba certification will be obtained at CDA:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mask / Snorkel combination (Cost varies on student selection)</td>
<td>$49.99-59.99</td>
</tr>
<tr>
<td>Scuba weight belt</td>
<td>$48.00</td>
</tr>
<tr>
<td>Scuba soft weights (Costs varies based student on weight)</td>
<td>$5.50 - $19.00</td>
</tr>
</tbody>
</table>

**Required Tools commonly available that you can purchase from the CDA dive store**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>10” adjustable wrench</td>
<td>$13.95</td>
</tr>
<tr>
<td>12” Spud wrench</td>
<td>$35.00</td>
</tr>
<tr>
<td>Wire strippers</td>
<td>$22.95</td>
</tr>
<tr>
<td>Gear clips to secure tools to PFD</td>
<td>$8.00</td>
</tr>
<tr>
<td>Small Gear Shackle</td>
<td>$8.00</td>
</tr>
<tr>
<td>11/16 Combo Wrench</td>
<td>$5.90</td>
</tr>
<tr>
<td>5/8 Combo Wrench</td>
<td>$2.95</td>
</tr>
<tr>
<td>17mm Combo Wrench</td>
<td>$2.95</td>
</tr>
<tr>
<td>Bag for Tools (optional)</td>
<td>$39.95</td>
</tr>
<tr>
<td>Hex Key Set</td>
<td>$6.95</td>
</tr>
</tbody>
</table>

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 excluding tools. Florida's 7% state sales tax applies to all items above. The costs listed above represent the minimum price per item and are subject to change.*
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). Classes are in session Monday through Friday 8:00 am to 5:00 pm. The daily schedule includes a 60 minute lunch and two breaks.

<table>
<thead>
<tr>
<th>Practical Experience Hours</th>
<th>431</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Hours</td>
<td>289</td>
</tr>
<tr>
<td><strong>TOTAL CLOCK HOURS</strong></td>
<td>720</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Weeks</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Per Day</td>
<td>9</td>
</tr>
</tbody>
</table>

**MARITIME WELDING**

CDA Technical Institute offers a comprehensive and rigorous Maritime Welding program that covers all the needed skill sets to succeed as a welder in the Maritime industry. You will learn a variety of welding techniques and welding styles. Maritime welding training combines both academic classroom and practical hands-on training instruction, all of which is oriented towards a career in the maritime welding industry both onshore and offshore.

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

- Welding
- Thermal cutting
- Rigging
- Offshore safety and survival
- Construction math
- Work Place Safety
- Blueprints
- Hand and power tools
- Employability skills
MARITIME SAFETY & ORIENTATION – 30 hours
- CDA Technical Institute Policies and Procedures
- MWP safety/general policies
- Gear issue
- CPR/First Aid/AED/O2 Provider
- Hazardous Waste & Material Handling
- Confined Spaces
- Shipboard Safety
- Offshore Safety

SHIELDED METAL ARC WELDING – 100 hours
- 6 bead fillet w/E6010, E7018 (2G, 3G)
- Single V-groove open root (2G, 3G, 4G)

FLUX-CORE & GAS METAL ARC WELDING – 100 hours
- 6 bead fillet (2G, 3G)
- Single V-groove w/backing (2G, 3G, 4G)
- Weave beads (3G)
- Stringer beads (2G, 3G,)

NCCER CURRICULUM – 250 hours
- Construction Math
- Hand & Power Tools
- Blueprints
- Employability Skills & Resume Writing
- Oxyfuel Cutting
- Carbon Arc Gouging
- Plasma Arc Cutting
- Welding Theory & Symbols
- Base Metal Preparation

SHIP FITTING – 90 hours
- Marine Nomenclature
- Practical Barge Construction

WELDING THEORY – 100 hours
- Power source requirements
- Electrode selection
- Equipment set-up
- Anatomy of a weld

RIGGING – 50 hours
- Lift Planning
- Rigging equipment
- Fiber Line, Knots / Hitches
- Crane operation (including hand signals)
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.

**TUITION AND FEES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maritime Welding Tuition</td>
<td>$14,400.00</td>
</tr>
<tr>
<td>Registration Fee <em>Non-Refundable</em></td>
<td>$100.00</td>
</tr>
<tr>
<td>Lab Fee</td>
<td>$800.00</td>
</tr>
<tr>
<td>Physical (if performed by our physician)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Campus Parking Permit</td>
<td>$40.00 per module</td>
</tr>
</tbody>
</table>

**EQUIPMENT** (Not included in Tuition - All items are required, but students can furnish their own)

<table>
<thead>
<tr>
<th>Items</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Darkening Welding Hood</td>
<td>$215.95</td>
</tr>
<tr>
<td>5 Gallon Bucket</td>
<td>$7.00</td>
</tr>
<tr>
<td>Leather Cape Sleeve</td>
<td>$65.49</td>
</tr>
<tr>
<td>Welding Gloves (2 pair)</td>
<td>$9.95 each</td>
</tr>
<tr>
<td>Flint 5-pack</td>
<td>$1.98</td>
</tr>
<tr>
<td>Chipping Hammer</td>
<td>$10.99</td>
</tr>
<tr>
<td>Wire Scratch Brush</td>
<td>$2.79</td>
</tr>
<tr>
<td>MIG Pliers</td>
<td>$23.40</td>
</tr>
<tr>
<td>Tape Measure</td>
<td>$19.95</td>
</tr>
<tr>
<td>Clear Safety Glasses (Must be OSHA-certified)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Smoke Lens Safety Glasses (Must be OSHA-certified)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Grinder 4 ½</td>
<td>$89.95</td>
</tr>
<tr>
<td>Vice Clamp (1 pair)</td>
<td>$15.30</td>
</tr>
<tr>
<td>Welding Jacket</td>
<td>$25.35</td>
</tr>
<tr>
<td>Fillet Gauge</td>
<td>$35.85</td>
</tr>
<tr>
<td>Hard Hat (Must be OSHA-certified)</td>
<td>$12.20</td>
</tr>
<tr>
<td>CDA T-shirts (5 total)</td>
<td>$15 each</td>
</tr>
<tr>
<td>Pipe Liner</td>
<td>$67.98</td>
</tr>
<tr>
<td>Striker</td>
<td>$3.09</td>
</tr>
<tr>
<td>Vise Grips (1 pair)</td>
<td>$9.93</td>
</tr>
<tr>
<td>Tip cleaner</td>
<td>$3.62</td>
</tr>
<tr>
<td>Welder’s Cap</td>
<td>$9.95</td>
</tr>
</tbody>
</table>

**BOOKS** (Not included in Tuition - All items are required, but students can furnish their own)

<table>
<thead>
<tr>
<th>Books</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum – Introductory to Craft Skills 5th Edition</td>
<td>$133.00</td>
</tr>
<tr>
<td>Welding – Level I</td>
<td>$79.50</td>
</tr>
<tr>
<td>Welding – Level II</td>
<td>$105.00</td>
</tr>
<tr>
<td>Basic Rigger</td>
<td>$61.00</td>
</tr>
</tbody>
</table>

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% state sales tax applies to all items above. The costs listed above represent the minimum price per item and are subject to change.**
ELECTIVE PROGRAMS

Hyperbaric Technician

Dive Medical Technician

Emergency Medical Technician

SDI Sport Diver Instructor
The Program of Study at CDA Technical Institute requires a minimum of five days.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Hours</td>
<td>35</td>
</tr>
<tr>
<td>Practical Experience Hours</td>
<td>9</td>
</tr>
<tr>
<td><strong>TOTAL CLOCK HOURS</strong></td>
<td><strong>44</strong></td>
</tr>
<tr>
<td>Number of Weeks</td>
<td>1</td>
</tr>
<tr>
<td>Hours Per Day</td>
<td>11</td>
</tr>
</tbody>
</table>

**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
- Gas Laws and Pressures
- Barotrauma
- Decompression Theory
- Decompression Tables
- Therapeutic Mechanisms of HBO
- Treatment Indications
- Equipment Safety
- Patient and Staff 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. The student will also be eligible to take the CHT examination upon completion of 480 hours of documented preceptorship.
COURSE OUTLINE

HISTORY OF HYPERBARIC MEDICINE – 3

BAROTRAUMA – 3
  ➢ Pressure Related Injuries

DECOMPRESSION TABLES – 4
  ➢ Standard Decompression Limits
  ➢ Charting
  ➢ Dive Profile Planning

TREATMENT INDICATIONS – 10
  ➢ Soft tissue Injuries
  ➢ Decompression Injuries
  ➢ Arterial Gas Embolisms

PATIENT AND STAFF SAFETY – 5
  ➢ Procedures and Protocols

GAS LAWS AND PRESSURES – 3
  ➢ Ideal Gas Laws

DECOMPRESSION THEORY – 5
  ➢ Decompression / Recompression Theory

THERAPEUTIC MECHANISMS OF HBO – 5
  ➢ Wound and Body Healing

EQUIPMENT SAFETY – 3
  ➢ Procedures and Protocols

TRANSCUTANEOUS OXIMETRY – 3
  ➢ Monitoring Oxygen Levels
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.

## TUITION AND FEES

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hyperbaric Technician Tuition</td>
<td>$1,503.50</td>
</tr>
<tr>
<td>Registration Fee <em>Non-Refundable</em></td>
<td>$100.00</td>
</tr>
<tr>
<td>Campus Parking Permit</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

## BOOKS (Included in Tuition)

<table>
<thead>
<tr>
<th>Book</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hyperbaric Oxygen Therapy Indications</td>
<td>$25.00</td>
</tr>
<tr>
<td>Certified Hyperbaric Technologist Exam Secrets</td>
<td>$45.00</td>
</tr>
<tr>
<td>UHMS Guidelines for Hyperbaric Facility Operations</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

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.*
DMT 1101 - DIVE MEDICAL TECHNICIAN  
(Jacksonville Location)

**LENGTH OF COURSE**

The Program of Study at CDA Technical Institute requires a minimum of one seven days. The maximum number of weeks a student may participate in training is two (2).

<table>
<thead>
<tr>
<th>Practical Experience Hours</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Hours</td>
<td>30</td>
</tr>
<tr>
<td><strong>TOTAL CLOCK HOURS</strong></td>
<td>40</td>
</tr>
</tbody>
</table>

| Number of Weeks | 1 |
| Hours Per Day   | 8 |

**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
- O2 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.
# COURSE OUTLINE

## INTRODUCTION – 2 hours
- Introduction to Dive Medical Technician
- Review of Diving Physics

## ROLE OF THE DMT – 2 hours
- Responsibilities of the DMT
- Liaison with Others

## RECORDS AND FITNESS – 5 hours
- Baseline Records
- Pre-dive Evaluation
- Post-Dive Evaluation

## OXYGEN TOXICITY – 4 hours
- Oxygen Toxicity Concepts

## DANGEROUS MARINE ANIMALS – 2 hours
- Dangerous Marine Animals

## DECOMPRESSION SICKNESS – 10 hours
- Pathophysiology
- Predisposing Factors
- Signs and Symptoms
- Treatment

## BAROTRAUMA (Pressure related trauma) – 5 hours
- Squeeze
- Pulmonary Over Inflation Syndromes (POIS)

## HYPERBARIC CHAMBER – 7 hours
- Introduction to the Hyperbaric Chamber
- Chamber Operations

## FINAL ACTIVITIES – 3 hours
- Review & Complete Final Paperwork
- Final DMT Exam
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.

**TUITION AND FEES**

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dive Medical Technician Tuition</td>
<td>$1,603.50</td>
</tr>
<tr>
<td>Registration Fee <em>Non-Refundable</em></td>
<td>$100.00</td>
</tr>
<tr>
<td>Testing and Exam Fee</td>
<td>$125.00</td>
</tr>
<tr>
<td>Campus Parking Permit</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

**BOOKS**

<table>
<thead>
<tr>
<th>Title</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Navy Diving Manual</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

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. However the Student is required to provide a pair of black pants and shoes/boots for their clinical training.*
EMT 1101 - EMERGENCY MEDICAL TECHNICAN
(Jacksonville Location Only)

LENGTH OF COURSE

The Program of Study at CDA Technical Institute requires a minimum of six (6) weeks. The maximum number of weeks a student may participate in training is nine (9). This program runs seven days per week, Monday through Sunday.

<table>
<thead>
<tr>
<th>Practical Experience Hours</th>
<th>165</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Hours</td>
<td>135</td>
</tr>
<tr>
<td><strong>TOTAL CLOCK HOURS</strong></td>
<td><strong>300</strong></td>
</tr>
</tbody>
</table>

Number of Weeks 3
Hours Per Day 12

EMERGENCY MEDICAL TECHNICAN

CDA Technical Institute offers a comprehensive Emergency Medical Technician (EMT) program, internationally recognized and taught by paramedic instructors. Our program of study is an intensive three (3) week program providing both clinical and practical training in emergency medicine in accordance with Department of Health Florida administrative code 64J-1.008. The school 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:
- Anatomy and physiology
- Blood pressure
- Cardiovascular, respiratory
- Detect respiratory rates
- Nervous systems
- Listen to lung sounds

Our on-site medical classroom provides the needed equipment to complete the above training. Students will also be eligible to apply for certification, by examination, by the State of Florida as an Emergency Medical Technician.
INTRODUCTION – 20 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
- Evaluation: Preparatory Module

TRAUMA – 60 hours
- Bleeding and shock
- Soft Tissue Injuries
- Musculoskeletal Care
- Injuries to the Head and Spine
- Practical Skills Lab: Trauma
- Evaluation: Trauma Module
- Infants and children
- Practical Skills Lab: Infants and children
- Evaluation: Infants and Children

AIRWAY – 30 hours
- Airway
- Practical Skills Lab: Airway
- Evaluation: Airway Module

OPERATIONS – 40 hours
- Ambulance Operations
- Gaining Access
- Overviews
- Evaluation: Operations

PATIENT ASSESSMENT – 30 hours
- Scene Size-Up
- Initial Assessment
- Focused History & Physical Exam - Trauma
- Focused History & Physical Exam - Medical
- Detailed Physical Exam
- Communications
- Documentation
- Practical Skills Lab: Patient Assessment
- Evaluation: Patient Assessment Module

ADVANCED AIRWAY – 30 hours
- Advanced Airway
- Practical Skills Lab: Adv. Airway
- Evaluation: Advanced Airway

MEDICAL/BEHAVIORAL EMERGENCIES & OBSTETRICS & GYNOCOLOGY – 40 hours
- General Pharmacology
- Respiratory Emergencies
- Cardiovascular Emergencies
- Diabetes/Altered Mental Status
- Allergies
- Poisoning/Overdose
- Environmental Emergencies
- Behavioral Emergencies
- Obstetrics/Gynecology
- Practical Skills Lab: Medical/Behavioral Emergencies and Obstetrics/Gynecology
- Evaluation: Medical/Behavioral Emergencies
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.

**TUITION AND FEES**

<table>
<thead>
<tr>
<th>Tuition and Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medical Technician Tuition</td>
<td>$4,812.50</td>
</tr>
<tr>
<td>Registration Fee <em>Non-Refundable</em></td>
<td>$100.00</td>
</tr>
<tr>
<td>Campus Parking Permit</td>
<td>$40.00</td>
</tr>
<tr>
<td>Testing and Exam Fee</td>
<td>~$120.00</td>
</tr>
</tbody>
</table>

*Note: Graduates will qualify to sit for both the Florida and National EMT Board – the registration and examination fees noted here are NOT charged or collected by CDA but will need to be paid to the Board upon registering for the exam.*

**BOOKS (Included in Tuition)**

<table>
<thead>
<tr>
<th>Book</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prehospital Emergency Care</td>
<td>$119.00</td>
</tr>
</tbody>
</table>

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.*
NASE NAS1101 – SDI SPORT DIVING INSTRUCTOR
(Jacksonville Location)

LENGTH OF COURSE

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.

<table>
<thead>
<tr>
<th>Practical Experience Hours</th>
<th>150</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Hours</td>
<td>90</td>
</tr>
<tr>
<td><strong>TOTAL CLOCK HOURS</strong></td>
<td>240</td>
</tr>
<tr>
<td>Number of Weeks</td>
<td>16</td>
</tr>
<tr>
<td>Hours Per Day</td>
<td>5</td>
</tr>
</tbody>
</table>

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.

COURSE OUTLINE

ADVANCED DIVER PROGRAM – 20 hours
- Introduction to Deep Diving
- Introduction to Night and Limited Visibility Diving
- Nitrox Diving
- Using Navigation during a Dive

RESCUE DIVER PROGRAM – 20 hours
- Surface Rescue Skills
- Rescue Scenarios
- Underwater search techniques
- CPR / FA / AED / O2 Skills

MASTER SCUBA DIVER PROGRAM – 40 hours
- Advanced Buoyancy skills
- Additional Navigation Skills
- Additional Rescue Skills

DIVE MASTER PROGRAM – 60 hours
- Introduction to the role of a Dive Master
- Planning and Leading Dives
- Pre-dive and post dive briefs

INSTRUCTOR TRAINING PROGRAM – 90 hours
- Introduction to the role of an Instructor
- Introduction to teaching the Theory
- Introduction to teaching In-water lessons
- Practical experience on teaching In-water lessons

INSTRUCTOR EXAM – 10 hours
- Final theory exams
- Final confined water practical
- Final open water practical
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.

**TUITION AND FEES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDI Sport Diving Instructor Tuition</td>
<td>$8,920.00</td>
</tr>
<tr>
<td>Registration Fee Non-Refundable</td>
<td>$100.00</td>
</tr>
<tr>
<td>Campus Parking Permit</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

**EQUIPMENT** *(Not included in Tuition - All items are required, but students can furnish their own)*

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buoyancy Compensation Device (B.C.D)</td>
<td>$190.40 - $349.00</td>
</tr>
<tr>
<td>Dive Computer</td>
<td>$325.00 – $864.00</td>
</tr>
<tr>
<td>Submersible PSI &amp; Depth Gauge/Hose (optional)</td>
<td>$216.95</td>
</tr>
<tr>
<td>PSI Gauge (Required)</td>
<td>$93.45</td>
</tr>
<tr>
<td>1st &amp; 2nd Stage with Alternate air source</td>
<td>$399.95</td>
</tr>
<tr>
<td>Weight Belt (optional)</td>
<td>$79.00</td>
</tr>
<tr>
<td>Wet Suit (3/2mm one piece)</td>
<td>$225.00</td>
</tr>
<tr>
<td>Hard Sole Dive Boots</td>
<td>$54.00</td>
</tr>
<tr>
<td>Scuba Mask</td>
<td>$44.99</td>
</tr>
<tr>
<td>Snorkel</td>
<td>$19.99</td>
</tr>
<tr>
<td>Fins</td>
<td>$117.00</td>
</tr>
<tr>
<td>Dive Gloves</td>
<td>$7.80</td>
</tr>
<tr>
<td>Dive Lights (2)</td>
<td>$69.95 each</td>
</tr>
<tr>
<td>Cylinder (Visual/Stamped/Hydro) (optional)</td>
<td>$159.00</td>
</tr>
<tr>
<td>Gear Bag (optional)</td>
<td>$60.00</td>
</tr>
<tr>
<td>5 X 7 white slates with pencil (2)</td>
<td>$7.95</td>
</tr>
<tr>
<td>Dive knife or Scissors</td>
<td>$25.95 - $100.00</td>
</tr>
</tbody>
</table>

**BOOKS** *(Not included in Tuition - All items are required, but students can furnish their own)*

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>NASE Deluxe Instructor Library</td>
<td>$499.00</td>
</tr>
</tbody>
</table>

**** 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% state sales tax applies to all items above. The costs listed above represent the minimum price per item and are subject to change.*
ELIGIBILITY FOR FEDERAL STUDENT AID

Educational Requirements:

a) 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.

b) Student must be enrolled as a regular student working toward a certificate in an eligible program.

c) Student must meet satisfactory academic progress standards set by the CDA Technical Institute.

Legal Requirements:

a) Student must be a U.S. citizen or eligible non-citizen.

b) Student must have a valid Social Security number.

c) Student must certify that they will use federal student aid only for educational purposes.

d) 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.

e) Student must comply with Selective Service registration, if required.

f) Student may not be eligible if they’ve been convicted under federal or state law of selling or possessing illegal drugs.

g) 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.

RETURN OF TITLE IV FUNDS

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:
- a) Unsubsidized Federal Stafford loans
- b) Subsidized Federal Stafford loans
- c) Federal PLUS loan
- d) Federal Pell Grants for which a return of funds is required

VETERANS EDUCATIONAL ASSISTANCE

The U.S. Department of Veterans Affairs (VA) administers education benefits through the GI Bill program and other educational assistance programs. CDA Technical Institute offers programs which are approved by the VA. Please contact the Registrar and/or Financial Aid personnel for information regarding program eligibility.

Prospective students seeking to gain admission into one of the approved programs should begin the application process for VA educational assistance early to ensure eligibility for benefits.

CDA Technical Institute uses the published Refund and Cancellation Policy for students using VA benefits. If students using VA educational assistance withdraw from school for any reason, the school refunds tuition subject to the current Refund & Cancellation Policy listed in this Catalog (see page 40) with the exception Vocational Rehabilitation. For Vocational Rehabilitation, all unused tuition will be refunded upon termination from the program to the VA.

OTHER FINANCIAL ASSISTANCE

Although most guidelines for awarding financial aid to students are determined by the Office of Financial Aid, some financial aid programs are administered by groups and agencies to which the student applies directly.

Such programs include:
- U.S. Department of Veterans Affair’s Educational Assistance Programs
- Children of Veterans Scholarships
- Division of Vocational Rehabilitation

For more information about these sources, students should contact the Office of Admissions or contact the administering agency directly.
PAYMENT OPTIONS

All payments are due to the Jacksonville location. Payment may be made by credit card (Visa, American Express, MasterCard, and Discover), cash, money order, cashier’s check or certified check. A $30.00 fee will be charged for all returned checks. After three returned checks, subsequent check will not be accepted.

Financial Aid is available for the students who qualify. Alternative loans are also available through Sallie Mae and Wells Fargo; alternative loans required a review of credit history and are not guaranteed. Please contact the Office of Financial Aid for more information.

CDA Technical Institute has three payment plans available to all students:

1. All charges are paid in full three (3) weeks prior to the start of class using one of our approved payment methods.
2. All charges are paid in two installments: 50% six weeks before start date and the remaining 50% due the eighth week of school. (Plan 1 covers financial aid and student loans.)
3. All charges are paid in four installments: $8,000 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.

CANCELLATION POLICY

Cancellation must be made in person, email or certified mail. Cancellation is the process of stopping the enrollment process before attendance is taken in any given program listed in this catalog.

1. Cancellation within 3 Days: The applicant canceling the enrollment obligation within three working days from the student’s signing an enrollment agreement will result in a full refund (excluding books, supplies, materials and kits which are not returnable because of use).

2. Application/Enrollment Rejection: If an applicant is rejected for enrollment by CDA or if a prospective international student has his/her visa application rejected, CDA will refund all monies paid and all payments returned to the individual or the applicable funding source less the non-refundable registration fee of $100 as stated in the enrollment agreement.

3. Program Cancellation: If CDA cancels a program subsequent to a student’s enrollment, CDA will refund all monies paid and all payments returned to the individual or the applicable funding source.

4. Cancellation prior to the Start of Class: If an applicant accepted by CDA cancels prior to the start of scheduled classes, CDA will refund all monies paid and all payments returned to the individual or the applicable funding source less the non-refundable registration fee of $100 as stated in the enrollment agreement.
5. Cancellation due to no show: CDA may consider a no show as a cancellation within the first week (add/drop period) of the program. CDA will refund all monies paid and all payments returned to the individual or the applicable funding source less the non-refundable registration fee of $100 as stated in the enrollment agreement.

**REFUND POLICY (Air/Mix Mixed Gas Commercial Diver & Maritime Welding Programs)**

Refunds will be made within thirty (30) days of the date of determination. The withdrawal process is initiated in the Registrar’s Office at the main campus. The date of determination is defined as the date we receive a withdrawal notification from the student. Students absent from the program three (3) consecutive days without notification will be administratively withdrawn from the program and the date of determination will be the following day.

**REFUND POLICY (Elective Programs EMT, DMT, CHT SDI Scuba Instructor)**

Refunds will be made within thirty (30) days of the date of determination. The withdrawal process is initiated in the Registrar’s office at the main campus. The date of determination is defined as the date we receive a withdrawal notification from the student. Students absent from the program for more than 10% of total clock hours without notification will be administratively dropped from the program.

**REFUND POLICY FOR VETERANS EDUCATIONAL ASSISTANCE**

CDA Technical Institute uses the published Refund and Cancellation Policy for students using VA benefits. If students using VA educational assistance withdraw from school for any reason, the school refunds tuition subject to the current Refund & Cancellation Policy listed in this Catalog (see page 40) with the exception Vocational Rehabilitation. For Vocational Rehabilitation, all unused tuition will be refunded upon termination from the program to the VA.

**DROP POLICY**

1. Withdrawals requests may be submitted in person, by email or certified mail.

2. The date used for refund computation purposes is the last date of actual attendance by the student.

3. Withdrawals within the add/drop period (first five days of class) will result in 100% tuition refund. Room and Board/Meal Plan and Parking will result in a pro-rated charge for one week.

4. Withdrawals after the add/drop period but prior to 50% completion of the program will result in a pro-rated refund calculated on the number of clock hours completed to the total program hours. Any unused modules of Room and Board/Meal plan will also be refunded.

5. Withdrawals after completing 50% of the program will result in no tuition refund. Any unused modules of Room and Board/ Meal plan will be refunded.
6. Non-refundable fees include the registration fee, physical, medical discount program and any books/equipment up to 30 days from the date of purchase, that are not able to be resold as new.

COLLECTIONS

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.
ATTENDANCE POLICY

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 75% or better) as well as attendance.

Students enrolled in Air/Mixed Gas Commercial Diver and Maritime Welding programs may not miss more than three (3) days in any module and not more than six (6) days in the total program.

Students enrolled in the Hyperbaric Technician, Dive Medical Technician, Emergency Medical Technician and SDI Sport Diving Instructor electives may not miss more than ten (10) percent of the total course.

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 violating the attendance policy are advised by the 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.

TARDINESS:
Tardy is defined as being late for or leaving early from any class or official school function including Physical Training (PT). Students arriving after attendance has been taken will be marked tardy; those leaving early will be marked tardy. Three (3) tardy marks during a module is the equivalent 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:
These days cannot be missed. Missing one of these days may constitute dismissal.

MEDICAL EXCUSE
The eligibility for a student to have an absence or tardy excused is at the discretion of the Medical Supervisor.
LEAVE OF ABSENCE:

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 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

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

GRADING SYSTEM POLICY
DEFINITIONS

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

CDA Technical Institute has a maximum student to teacher ratio of twenty (25) students to one (1) instructor/assistant in lab situations and thirty (30) 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

Passing grades are a minimum of 75% out of a possible 100%. Work is graded according to the following schedule:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92 – 100</td>
</tr>
<tr>
<td>B</td>
<td>84 – 91</td>
</tr>
<tr>
<td>C</td>
<td>75 – 83</td>
</tr>
<tr>
<td>F</td>
<td>74 OR BELOW</td>
</tr>
<tr>
<td>I*</td>
<td>Incomplete</td>
</tr>
<tr>
<td>R</td>
<td>Repeat</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>

*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

Students will be evaluated with a midterm test at the mid-point of their training with CDA Technical Institute. At this point they must have a cumulative average of 75% to be considered as maintaining Satisfactory Academic Progress.

PRACTICAL GRADE:
The student is given a daily grading score on his/her ability to interact with the classmates, instructors and subject matter, both in the water and out of the water. Factors such as LATENESS, ATTITUDE and GENERAL WORK ETHICS, will affect the grade. Any absent day will result in a ZERO for that day. A minimum of 75% is required.

<table>
<thead>
<tr>
<th>WEEKLY – DAILY GRADE / EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>85</td>
</tr>
</tbody>
</table>

**PRACTICAL FINAL AVERAGE:**
Total weekly average divided by weeks = Practical Final Average

**MAKE-UP WORK**

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

All makeup work must be completed within one (1) week of when the assignment was due or the class was missed. A student may not sit for a final exam until ALL makeup work is completed and a satisfactory grade was earned. All dive time make-up required for graduation will be at the discretion of the Instructor.

CDA reserves the right to charge students for additional instructional time, tutoring and make-up work.

**TUTORING**

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.

**SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

Student progress will be informally monitored at the end of each course. This process is conducted for ALL students. A formal academic review will occur at the conclusion of each module. In order for a student to graduate on time, remain in good standing and avoid the possibility of additional tuition cost, they must maintain satisfactory academic progress or SAP. Satisfactory academic progress (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 clock hours) as stated in the catalog.

**Quantitative Element:**
An evaluation period is defined as one (1) Module. During each evaluation period, students are required to maintain a minimum 90% per the Florida Department of Education. CDA Technical Institute’s specific program requirements are for Air/Mix
Gas Commercial Diver and Maritime Welding Program attendance rate is 94% cumulatively during the program or must be evaluated in a ratio of “attempted” to “earned” hours.

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

**Qualitative Element:**
Students are required to maintain a minimum grade of 75% at the end of each 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 75% on a written or practical quiz, test or exam will be allowed complete a retake within five (5) school days. Provided a passing grade is achieved (75% or greater) for the retake, the maximum score given for the quiz, test or assessments will be 75%. Students failing the retake will be required to repeat the entire module. If, after repeating the module, the student still fails the quiz, test or assessment, 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 75%. 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. No failures are permitted for either mid-point or final assessment.

Students that do not achieve satisfactory academic progress at the midpoint evaluation will be placed on probation for thirty (30) days. Failing to meet and maintain the overall grade requirement 75% while on probation will result in administrative dismissal.

**Probation:**

Probation is the status assigned to a student after s/he fails to meet Satisfactory Academic Progress standards, successfully appeals, and, if applicable, has had financial aid reinstated. A probationary period may not exceed one Module. Failure to meet the terms of probation may result in loss of financial aid eligibility and dismissal.

**APPEALS**

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

The appeal process is as follows:

1. Written appeal submitted to Campus Director along with documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress.
2. The appeal will be reviewed by the President; the student will be notified in writing within five (5) school days of the decision.

3. The appeal decision is final.

4. 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.

5. At the end of the evaluation period, the student’s academic status will be reviewed.

6. 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.

GRADUATION REQUIREMENTS

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

1. Satisfactory attendance record in accordance with the attendance policy.
2. Successful completion of all required practical, lab, clinical externship and academic coursework
3. A minimum cumulative grade of 75% or higher
4. Has fulfilled all financial obligations
5. 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.

DIPLOMA AND CERTIFICATES

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.

Air/Mixed Gas Commercial Diver graduates receive:
- Diver Certification from Diver Certification Board of Canada (DCBC)
- Diver Certification from Association of Commercial Diving Educators (ACDE)
- Association of Diving Contractors International (ADCI)
- CPR/First Aid, AED & O2 Provider Certification from National Academy of Scuba Educators (NASE)
- HAZWOPER Certification as outlined in 29CFR 1910.120 of Occupational Health and Safety Administration (OSHA) regulations
- Non-Destructive Testing Levels I & II Certification for Divers in accordance with:
  - American Society of Nondestructive Testing (ASNT)

- Core Curriculum Certification from the National Center for Construction Education and Research (NCCER)
- Basic Rigger Certification from the:
  - National Center for Construction Education and Research (NCCER)

- NASE Open Water Scuba Certification (unless the student provided prior certification in accordance with CDA Technical Institute policy).
- PAC safety-SafeGulf/SafeLand

**Maritime Welding** graduates receive:
- Certificate of Completion issued by the American Welding Society’s (AWS) Schools Excelling through National Skill Standards Education (SENSE) Program
- CPR/First Aid, AED & O2 Provider Certification from National Academy of Scuba Educators (NASE)
- Certification from National Center for Construction Education and Research (NCCER):
  - Core Curriculum
  - Welding – Level I
  - Welding – Level II
  - Field Safety – Volume 5
- Basic Rigger Certification from the:
  - National Center for Construction Education and Research (NCCER)
- HAZWOPER Certification as outlined in 29CFR 1910.120 of Occupational Health and Safety Administration (OSHA) regulations

**Hyperbaric Technician** graduates will receive:
- 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.

**Emergency Medical Technicians (EMT)** graduates will receive:
- A diploma of course completion which enables graduates to sit for the National Registry Exam administered by the State of Florida.

**Dive Medical Technicians (DMT)** graduates will receive:
- 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.

**SDI Sport Diving Instructor** graduates will receive:
- A National Academy of Scuba Educators (NASE) Scuba Instructor certification.

**EDUCATIONAL RIGHTS**
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, Dean, Department Head, 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, Chief Administrative Officer 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:


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

COMPLAINT PROCEDURE

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 Chief Administrative Officer (CAO). The CAO 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).

ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure 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

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

**CAMPUS SAFETY AND SECURITY**

Students should report any criminal activity to the CDA campus patrol and the Director of Compliance, Dean of Students or Director of Career Services, 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.

**CAREER SERVICES**

**CAREER COUNSELING AND PLACEMENT ASSISTANCE**

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 Administrator 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**

**Class begins on the Tuesday after National Holiday.**

**Class begins on the Tuesday after National Holiday.**

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 Administrator 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 prior to leaving the Main Campus, 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.

CAREER OPPORTUNITIES

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 EMT/DMT technicians, 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, medical and emergency care, life support 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

Maritime Welders are in high demand in the following fields: shipbuilding, construction, manufacturing, fabrication, ornamental iron, bridge repair, alternative energy, military contracts, and power generation.

PROGRAM INFORMATION:
6-digit OPEID: 039853
Name of Program: Maritime Welding
Department of Education 6-digit CIP for program: 48.0508
Occupations for which this program prepares students: 51-4121.06
STUDENT CONDUCT

CODE OF CONDUCT

Students at CDA Technical Institute are expected to conduct themselves in a professional manner at all times. Any student found to have committed acts of misconduct will be subject to disciplinary action up to and including termination. Violations of the student conduct policy include the following:

1. Unlawful use, possession, sale, or distribution of any narcotic, drug paraphernalia, medicine, chemical compound, or other controlled substance that is illegal under federal, state, or local laws
2. Possession or consumption of alcohol on school property, or attending class while under the influence
3. Acts of dishonesty in any academic or related matter and any knowing or intentional help, attempt to help, or conspiracy to help, another student commit an act of academic dishonesty, including cheating, plagiarism, fabrication and misrepresentation
4. Violation of non-smoking and tobacco usage rules
5. Creating an unsafe environment for oneself and others, including the possession or use of dangerous instruments, weapons, firearms and explosives
6. Destroying or damaging school property
7. Theft
8. Exhibiting disruptive behavior that impairs, interferes with or obstructs the orderly conduct, processes and functions of the school
9. Inappropriate behavior that brings the school into disrepute on or off school property
10. Disturbance of other students or visitors while on school property
11. Failure to act on verbal instructions of instructors or staff, including all safety procedures
12. Giving false information
13. Unwanted sexual behavior or advanced deemed inappropriate between students and staff
14. Possession of firearms on school premises, incendiary devices, explosives or substances that may cause immediate danger.

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

SEXUAL HARASSMENT POLICY

CDA is committed to providing an environment that is free of sexual harassment and will not tolerate harassing behavior by any CDA 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 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.
DRUG POLICY

The consumption and/or possession of alcohol by any person younger than 21 years of age are forbidden by state law and campus policy.

No student shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance as defined in Federal and Florida law on school property. Violation of this policy shall be considered an act of serious misconduct. Alcohol, drugs, paraphernalia, or other related substances confiscated shall be released to an appropriate law enforcement officer.

COPYRIGHT POLICY

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 Technical Institute under copyright law), is supported by a direct allocation of funds through the school for the pursuit of a specific project, is commissioned by CDA Technical Institute, makes significant use of CDA Technical Institute resources or personnel, or is otherwise subject to contractual obligations.

Additional information may be found in the CDA Technical Institute policy manual, and is available upon request. Infringement of copyright law or the copyright policy will result in criminal liability and/or prosecution.

STUDENT SERVICES

HOUSING

CDA Technical Institute offers an on-campus barrack-style dormitory for specific programs at both the Jacksonville and Ocala locations. 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

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.

HEALTH SERVICES
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. Low cost care is available to students through Amelia Urgent care. Each student is encouraged to purchase Amelia Short Term Care or insurance during 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.

NORMAN KETCHMAN LIBRARY

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

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

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.

PART-TIME JOB OPPORTUNITIES

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.

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

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.
ORGANIZATION AND STRUCTURE

The Advisory Committee, representing a diverse, public oriented group, oversees all activities and is responsible for the implementation of all institutional policies and procedures.

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

Allen Garber, Chief Administrative Officer
CDA Technical Institute
Jacksonville, FL

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

Scott Anderson
Logan Diving
Jacksonville, FL

John Neher
Bisso Marine
New Orleans, LA

Marco Buschnic
Opesub Diving
Ilo, Peru

Phil Harbison
United Rigging
Jacksonville, FL
# STAFF & FACULTY

## ADMINISTRATIVE STAFF

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>Captain Ray Black</td>
<td>President/Owner</td>
<td>Jacksonville and Ocala</td>
</tr>
<tr>
<td>Ray Black Jr</td>
<td>VP of Facilities</td>
<td>Jacksonville and Ocala</td>
</tr>
<tr>
<td>Allen Garber</td>
<td>Chief Administrative Officer</td>
<td>Jacksonville and Ocala</td>
</tr>
<tr>
<td>Amber Jaxon</td>
<td>Chief Financial Officer</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>James Powell</td>
<td>Director of Compliance</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Dr. Charles Scanlon</td>
<td>Director of Career Services</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Andrea Jones</td>
<td>Registrar</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Andrew Staley</td>
<td>Director of Admissions</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Drew Duffy</td>
<td>Admissions</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Scott Levine</td>
<td>Admissions</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Zulema Watkins</td>
<td>Admissions</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Larry Williams</td>
<td>Admissions</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Linda Scott</td>
<td>Director of Financial Aid</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Debra Navett</td>
<td>Financial Aid</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Robyn Polydore</td>
<td>Financial Aid</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Tayla Young</td>
<td>Financial Aid</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Sharlayne Brown-Scott</td>
<td>Executive Assistant</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Walter Joslyn</td>
<td>Director of Dive Safety</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Michael Parkinson</td>
<td>Medical Supervisor</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Gabrielle Bow</td>
<td>Assistant Medical Supervisor</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Emily Black</td>
<td>Director of Marketing</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Richard Fegeley</td>
<td>General Retail Manager</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Richard E. Jolly</td>
<td>Assistant Maintenance Manager</td>
<td>Ocala</td>
</tr>
</tbody>
</table>
**FACULTY**

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

**AIR/MIXED GAS COMMERCIAL DIVER**

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<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrick Oleoley</td>
<td>Lead Instructor</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Michael Barron</td>
<td>Instructor</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Nicholas Daly</td>
<td>Instructor</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Vinko Kotestki</td>
<td>Instructor</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Brandon Mounts</td>
<td>Instructor</td>
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</tr>
<tr>
<td>Matthew Thomas</td>
<td>Instructor</td>
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</tr>
<tr>
<td>Jamie Sevy</td>
<td>Instructor</td>
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</tr>
<tr>
<td>Keith Seeley</td>
<td>Instructor</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Caleb Minton</td>
<td>Assistant Instructor</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Gabrielle Bow</td>
<td>Assistant Instructor</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>Alexander Tumanischwili</td>
<td>Lead Instructor</td>
<td>Ocala</td>
</tr>
<tr>
<td>Gary Barrett</td>
<td>Instructor</td>
<td>Ocala</td>
</tr>
<tr>
<td>Jamie Fricton</td>
<td>Instructor</td>
<td>Ocala</td>
</tr>
<tr>
<td>Michael Powers</td>
<td>Instructor</td>
<td>Ocala</td>
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</table>

**MARITIME WELDING**

<table>
<thead>
<tr>
<th>NAME</th>
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<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>Christopher Adam Leese</td>
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<tr>
<td>Ernesto Vargas</td>
<td>Instructor</td>
<td>Jacksonville</td>
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</table>

**EMERGENCY MEDICAL TECHNICIAN**

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
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<tbody>
<tr>
<td>Michael Parkinson</td>
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**DIVE MEDICAL TECHNICIAN**

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
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<tbody>
<tr>
<td>Walter Joslyn</td>
<td>Program Director</td>
<td>Jacksonville</td>
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</table>
### Hyperbaric Technician

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>Walter Joslyn</td>
<td>Program Director</td>
<td>Jacksonville</td>
</tr>
</tbody>
</table>

### SDI Sport Diving Instructor

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Fegeley</td>
<td>Program Director</td>
<td>Jacksonville</td>
</tr>
</tbody>
</table>
CDA Technical Institute is committed to keeping tuition for military personnel as low as possible. CDA Technical Institute will offer a 5% tuition waiver and a 75% Room & Board waiver for active duty military including reserves and National Guard members; and any discharged military personnel with a character of service showing honorable or general under honorable. The following documents will be required prior to enrollment to receive the discount:

- DD214 Member 4 copy showing character of service as “honorable” or “General under honorable”
- Active Military ID – for active duty military personnel.

Effective July 1, 2019

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 training is thirty (30). Classes are in session Monday through Friday from 6:00 am to 5:00 pm. The daily schedule includes 45 minutes of physical training (PT), a 30 minute lunch and two breaks.

<table>
<thead>
<tr>
<th>Practical Experience Hours</th>
<th>543</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Hours</td>
<td>328</td>
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<tr>
<td><strong>TOTAL CLOCK HOURS</strong></td>
<td>871</td>
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</table>

| Number of Weeks | 20 |
| Hours Per Day   | 9  |

**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
- Diving equipment care and maintenance
- Diving hazards and legislation
- Diver communication systems
- Underwater welding, cutting and burning
- In-land/coastal ship’s husbandry
- Nondestructive testing
- Underwater inspections and searches
- Pipe and bridge inspection and repair
- Commercial Scuba
- Salvage and recovery
- Dive physics and physiology
- Decompression and dive medicine
- Hyperbaric chamber operations and Dive medicine
- Emergency management procedures
- Underwater construction techniques
- Rigging
- HAZWOPER
- PEC offshore safety (SafeGulf/Safeland)
All of this is combined with a minimum of 36 hours of bottom time learning the basic skills of surface-supplied diving in a shallower open-water environment, and fourteen (14) hours of advanced skills training at much deeper depths.

CDA Technical Institute trains new divers in a 20’ orientation tank, where the instructors can watch the student through a viewing port. After orientation in the training tanks, students move to open-water training in the Trout River, which is a low-visibility, swift-moving tidal waterway. This training continues for 16 weeks in Jacksonville, the final 4 weeks in Deep Water Training Center (DWTC) in Ocala Florida where they will dive to depths of over 50m (165/ft.). Surface-supplied diving at the DWTC will utilize advanced equipment to fulfill the training requirements for the Diver Certification Board of Canada (DCBC). All Students must reside at the DWTC during this training period. For those students who have chosen to live off campus during the training in Jacksonville, they will be billed for 4 weeks of meal plan and dormitory residence.

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

### COURSE OUTLINE

<table>
<thead>
<tr>
<th>Course Title Mod. 1</th>
<th>Lecture Clock Hours</th>
<th>Laboratory Clock Hours</th>
<th>Total Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>C100 Basic Safety</td>
<td>8.5</td>
<td>0</td>
<td>8.5</td>
</tr>
<tr>
<td>C101 Construction</td>
<td>8.5</td>
<td>0</td>
<td>8.5</td>
</tr>
<tr>
<td>Math</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D100 Dive Charts</td>
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<td>0</td>
<td>17</td>
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<tr>
<td>D101 PEC Safety</td>
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<td>8.5</td>
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<tr>
<td>D102 Dive Gear</td>
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<td>17</td>
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<tr>
<td>D103 Dive Medicine</td>
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<td>17.5</td>
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<tr>
<td>D104 Physics</td>
<td>28</td>
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<td>28</td>
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<tr>
<td>D105 Dive Training</td>
<td>8.5</td>
<td>0</td>
<td>8.5</td>
</tr>
<tr>
<td>D106 Dive Training</td>
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<td>46.8</td>
<td>46.8</td>
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<tr>
<td>Practical</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>D107 Physiology</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>113.5</strong></td>
<td><strong>55.3</strong></td>
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<thead>
<tr>
<th>Course Title Mod 2</th>
<th>Lecture Clock Hours</th>
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<tbody>
<tr>
<td>D108 Chamber</td>
<td>25.8</td>
<td>0</td>
<td>25.8</td>
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<td>Operations</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>D109 Contaminated</td>
<td>8.5</td>
<td>0</td>
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<tr>
<td>Diving</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>D110 Diesel</td>
<td>8.5</td>
<td>0</td>
<td>8.5</td>
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<tr>
<td>Engine/Compressors</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>C102 Construction</td>
<td>8.5</td>
<td>0</td>
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</tr>
<tr>
<td>Drawing</td>
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<td></td>
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</tr>
<tr>
<td>C103 Material Handing</td>
<td>4</td>
<td>0</td>
<td>4</td>
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<td>C104 NCCER Rigger</td>
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<tr>
<td>D111 Rigging Practical</td>
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<tr>
<td>D112 Non Destructive</td>
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<td>Course Title</td>
<td>Lecture Clock Hours</td>
<td>Laboratory Clock Hours</td>
<td>Total Clock Hours</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---------------------</td>
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</tr>
<tr>
<td>D113 Inland Diving</td>
<td>8.5</td>
<td>0</td>
<td>8.5</td>
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<tr>
<td>D114 Underwater Inspection</td>
<td>8.5</td>
<td>29.5</td>
<td>38</td>
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<tr>
<td>D115 Underwater Rigging</td>
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<td>34</td>
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<td><strong>Total</strong></td>
<td><strong>80.3</strong></td>
<td><strong>88.5</strong></td>
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<table>
<thead>
<tr>
<th>Course Title Mod 3</th>
<th>Lecture Clock Hours</th>
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<tbody>
<tr>
<td>C105 Basic Communication</td>
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<td>0</td>
<td>8.5</td>
</tr>
<tr>
<td>D116 Hazwoper</td>
<td>8.5</td>
<td>0</td>
<td>8.5</td>
</tr>
<tr>
<td>D117 Offshore Survival</td>
<td>6.5</td>
<td>0</td>
<td>6.5</td>
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<tr>
<td>D118 Underwater Construction</td>
<td>12</td>
<td>31.5</td>
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<tr>
<td>D119 Inland Coastal</td>
<td>11</td>
<td>34</td>
<td>45</td>
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<tr>
<td>D120 Loss Air Drills</td>
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<td>8.3</td>
<td>8.3</td>
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<tr>
<td>D121 Topside Welding</td>
<td>8</td>
<td>32</td>
<td>40</td>
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<tr>
<td>C106 Hand and Power Tools</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>63</strong></td>
<td><strong>105.8</strong></td>
<td><strong>168.8</strong></td>
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<table>
<thead>
<tr>
<th>Course Title Mod 4</th>
<th>Lecture Clock Hours</th>
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<th>Total Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>C106 Basic Employability</td>
<td>8.5</td>
<td>0</td>
<td>8.5</td>
</tr>
<tr>
<td>D122 Daily Reports</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>D123 Offshore Oil Industry</td>
<td>8.5</td>
<td>24</td>
<td>32.5</td>
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<tr>
<td>D124 Senior Salvage Project</td>
<td>8.5</td>
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<td>44.5</td>
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<tr>
<td>D125 UW Burning and Welding</td>
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<td>72.5</td>
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<tr>
<td>D126 UW Burning and Welding Test*</td>
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<td><strong>Total</strong></td>
<td><strong>42</strong></td>
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<td><strong>168.8</strong></td>
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<table>
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<tbody>
<tr>
<td>D127 Mixed Gas Saturation</td>
<td>12</td>
<td>20.75</td>
<td>32.75</td>
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<tr>
<td>D128 Champer Operation</td>
<td>4</td>
<td>4.5</td>
<td>8.5</td>
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<td>D129 NDT</td>
<td>11.5</td>
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<td>20.5</td>
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<td>D130 Program Review</td>
<td>12.5</td>
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<tr>
<td>D131 Dive Tables</td>
<td>1.2</td>
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<tr>
<td>D132 DCBD for Unrestricted Diver Commercial Scuba</td>
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<td><strong>Total</strong></td>
<td><strong>29.2</strong></td>
<td><strong>166.8</strong></td>
<td><strong>196</strong></td>
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<td><strong>Program Total</strong></td>
<td><strong>328</strong></td>
<td><strong>543</strong></td>
<td><strong>871</strong></td>
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</table>
* The Air Mixed Gas Commercial Diver program does not qualify a student to become a Certified Underwater Welding Specialist. Additional training and testing is required to obtain that certification.

<table>
<thead>
<tr>
<th>TUITION AND FEES</th>
<th>Effective 07/01/2019</th>
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<tbody>
<tr>
<td>Air/Mixed Gas Commercial Diver Tuition</td>
<td>$25,500.00</td>
</tr>
<tr>
<td>Item</td>
<td>Price</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Registration Fee <em>Non-Refundable</em></td>
<td>$100.00</td>
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<tr>
<td>Physical</td>
<td>$499.00</td>
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<tr>
<td>Campus Parking Permit</td>
<td>$200.00</td>
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<tr>
<td><strong>EQUIPMENT</strong> (Not included in Tuition - All items are required, but students can furnish their own)</td>
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<tr>
<td>Cylinder 50 Cubic FT</td>
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<tr>
<td>Drysuit Northern Diver (custom suit extra)</td>
<td>$800.00</td>
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<tr>
<td>Storm Case IM2975-00000</td>
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<tr>
<td>Commercial Weight Belt</td>
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<tr>
<td>Seahorse Workvest WV-10</td>
<td>$40.00</td>
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<tr>
<td>Hard Hat 6-Point</td>
<td>$12.20</td>
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<tr>
<td>Glasses Element Two Pack C&amp;S</td>
<td>$10.00</td>
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<tr>
<td>Knife Folding KN-34</td>
<td>$20.00</td>
</tr>
<tr>
<td>Gear Clip Swivel Brass</td>
<td>$8.00</td>
</tr>
<tr>
<td>Quick Release W/Lanyard</td>
<td>$61.00</td>
</tr>
<tr>
<td>Shackle ¼ Inch</td>
<td>$8.00</td>
</tr>
<tr>
<td>Clinch Tank Strap</td>
<td>$62.00</td>
</tr>
<tr>
<td>1st Stage Din Valve</td>
<td>$149.95</td>
</tr>
<tr>
<td>Bailout Whip</td>
<td>$80.50</td>
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<tr>
<td>Pressure Gauge</td>
<td>$93.45</td>
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<tr>
<td>2x Easy Clip Lights</td>
<td>$20.00</td>
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<tr>
<td>ORV Pressure Value</td>
<td>2 @ $19.90</td>
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<tr>
<td>Water Bottle</td>
<td>$6.25</td>
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<tr>
<td>Wetsuit Hanger</td>
<td>$20.00</td>
</tr>
<tr>
<td>Wetsuit Top 5 mm</td>
<td>$79.95</td>
</tr>
<tr>
<td>Wetsuit Bottom 5 mm</td>
<td>$79.95</td>
</tr>
<tr>
<td>Wetsuit Bootie 5 mm</td>
<td>$44.50</td>
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<tr>
<td>Gloves North Flex</td>
<td>$15.00</td>
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<tr>
<td>Gloves TruFit</td>
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<tr>
<td>Overalls</td>
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<tr>
<td>Hybrid Socks</td>
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<tr>
<td>Steel Toe Fireman Boot</td>
<td>$24.00</td>
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<tr>
<td>Fins F-1</td>
<td>$145.00</td>
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<tr>
<td>Commercial Harness</td>
<td>$239.00</td>
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<tr>
<td>AMGD Tee Shirt</td>
<td>$75.00</td>
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<tr>
<td>Scuba Pro BCD (Hydro’s Pro w/Air2)</td>
<td>$944.10</td>
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<tr>
<td>Scuba Pro MK11/C370</td>
<td>$445.50</td>
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<tr>
<td>Scuba Pro R195 Octopus</td>
<td>$193.50</td>
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<tr>
<td>Scuba Pro Two Gauge Console</td>
<td>$145.85</td>
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<tr>
<td>19cu ft. Bailout bottle</td>
<td>$134.95</td>
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<tr>
<td>Scuba Pro FS-1.5 Wrist Compass</td>
<td>$59.95</td>
</tr>
<tr>
<td>Pony Bottle Sling Strap</td>
<td>$33.95</td>
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<tr>
<td>Mask</td>
<td>$29.95</td>
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<tr>
<td>Snorkel</td>
<td>$12.25</td>
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</tbody>
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**BOOKS** (Not included in Tuition - All items are required, but students can furnish their own)
Professional Divers Handbook $92.00
U.S. Navy Diving Manual $49.95
Commercial Divers Logbook $24.00
Tally Book $6.00
National Center for Construction Education and Research (NCCER) Text Books:
Core Curriculum – Introductory to Craft Skills 5E $133.00
Basic Rigger $61.00
PEC Work Book STIAS $54.95
Open Water Digital Kit $0.00
DCBC Log Book $24.00

**Required Tools commonly available that you can purchase from the CDA dive store**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>10” adjustable wrench</td>
<td>$13.95</td>
</tr>
<tr>
<td>12” Spud wrench</td>
<td>$35.00</td>
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<tr>
<td>Wire strippers</td>
<td>$22.95</td>
</tr>
<tr>
<td>11/16 Combo Wrench</td>
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<tr>
<td>5/8 Combo Wrench</td>
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<tr>
<td>17mm Combo Wrench</td>
<td>$2.95</td>
</tr>
<tr>
<td>Bag for Tools</td>
<td>$39.95</td>
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<tr>
<td>9pc Hex Key Set</td>
<td>$6.95</td>
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<tr>
<td>Cushion Screwdriver Set</td>
<td>$13.95</td>
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<tr>
<td>Diagonal Cutters</td>
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<tr>
<td>Carabiner</td>
<td>2 @ 3.35</td>
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Total cost of attendance for each program is calculated by adding tuition, fees, books, equipment, and housing, if applicable.
CDA TECHNICAL INSTITUTE CATALOG ADDENDUM

VOLTAGE LINE WORKER PROGRAM ADMISSION REQUIREMENTS

VOLTAGE LINE WORKER REQUIREMENTS:

- Pass a Department of Transportation (DOT) Physical, which is available on the first day of school.
- Mechanically inclined

Each Applicant must:

- 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 Short Term Care (Amelia Care option is not insurance).
  - Proof of a valid driver’s license.

- For students receiving assistance from the Department of Veteran Affairs, the following must be submitted in addition to above items:
  - Official Joint Services Transcript (JST)
  - Official school transcripts for any other post-secondary schools attended.

- Consent to an interview by the Admissions Department and demonstrate the desire and ability to graduate and go to work.

- Complete and sign an Enrollment Agreement Form.

- Submit a non-refundable registration fee of $100.00.

- 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.
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 5:00 pm. The daily schedule includes a 45 minute lunch break.

<table>
<thead>
<tr>
<th>Practical Experience Hours</th>
<th>Classroom Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TOTAL CLOCK HOURS 974</td>
</tr>
<tr>
<td>Number of Weeks</td>
<td>26</td>
</tr>
<tr>
<td>Hours Per Day</td>
<td>9.23</td>
</tr>
</tbody>
</table>

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) certifications and 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/O2 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.
PROGRAM OUTLINE

VOLTAGE LINE WORKER SAFETY & ORIENTATION – 44 hours

⦁ DOT Physical
⦁ Line Worker safety/general policies
⦁ CPR/First Aid/AED/O2 Provider
⦁ Line Worker Medical Technician
⦁ Fall Protection Orientation

CONSTRUCTION CORE CURRICULUM – 72.5 hours

⦁ Construction Math
⦁ Hand & Power Tools
⦁ Construction Drawing
⦁ Employability Skills
⦁ Basic Safety
⦁ Communication Skills
⦁ Materials Handling
RIGGING – 50 hours

- Lift Planning
- Rigging equipment
- Fiber Line, Knots / Hitches
- Crane operation (including hand signals)

FIELD SAFETY - 45 hours

COMMERCIAL DRIVING – 60 hours

VOLTAGE POWER LINE WORKER – 618 hours

- Introduction to the Power Industry
- Introduction to Electrical Circuits
- Introduction to Electrical Theory
- Climbing Wooden Poles
- Climbing Structures Other Than Wood
- Tools of the Trade
- Aerial Framing
- Utility Service Equipment
- Setting and Pulling Poles
- Trenching, Excavating and Boring Equipment
- Introduction to Electrical Test Equipment

MOBILE CRANE OPERATIONS – 84.5 hours
FINANCIAL INFORMATION

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.

TUITION AND FEES

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voltage Line Worker Tuition</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Registration Fee Non-Refundable</td>
<td>$100.00</td>
</tr>
<tr>
<td>Lab Fee</td>
<td>$800.00</td>
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<tr>
<td>Physical (if performed by our physician)</td>
<td>$130.00</td>
</tr>
<tr>
<td>Campus Parking Permit</td>
<td>$280.00</td>
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</table>

BOOKS
(Not included in Tuition - All items are required, but students can furnish their own)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$600.00</td>
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</tbody>
</table>

EQUIPMENT/GEAR
(Not included in Tuition - All items are required, but students can furnish their own)

<table>
<thead>
<tr>
<th>Equipment/Gear</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$3000.00</td>
</tr>
</tbody>
</table>

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 guarantee and is willing to match any advertised price for the above items. Florida’s 7% state sales tax applies to all items above. The costs listed above represent the minimum price per item and are subject to change.
DIPLOMA AND CERTIFICATES

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.

Voltage Line Worker Program graduates receive:

- CPR/First Aid, AED & O2 Provider Certification
- Wilderness/Line Worker Medical Technician Certification
- OSHA 10 Certification
- Certification 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
  - Fall Protection Orientation