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Dear DAN Instructor,

## RE: 2009-10 DAN AP Instructor Renewal

We at DAN AP hope it has been a successful one for you and that you have been enjoyably and actively teaching the DAN courses.

This is formal notification of your Instructor Renewal for 2009-10. The requirements are listed below. The renewal fees are listed on the accompanying form. However, Instructors who were originally certified between 1 January 2009 and 30 June 2009 only need to pay a renewal fee of \$15 for each status.

A late fee of \$20 will apply to those who renew after 31 August.

There are two levels of renewal, which depend on when you last taught a course and if you have been reassessed, if and as required: (1) Active; and (2) Sustaining

- *All renewals apply from 1 July 2009 to 30 June 2010.*
- *Any Instructor who holds a Certificate IV in Workplace Training & Assessment should send a copy of this to DAN AP along with this renewal unless this has already been done.*

Remember that DAN AP now requires evidence of a Certificate IV in Workplace Training & Assessment or equivalent Units from Instructors and Instructor-Trainers teaching within Australia.

## Maintaining “Active” Status

### In Australia

#### Oxygen Instructor

To remain active in Australia, an Oxygen Instructor who has not been reassessed for longer than 12 months, must be assessed on CPR and use of the DAN Oxygen Unit. Reassessment can be arranged by attending part of a DAN Oxygen Instructor or Provider Program in your area, through an independent DAN Instructor or Instructor-Trainer (as approved by DAN AP), or by various other means. Please contact us to discuss the options. In addition, for this current renewal, to gain Active Status you must have conducted at least one DAN Oxygen Provider Course and certified at least 2 new students during the year.

In addition to re-assessment, **Oxygen Instructor-Trainers** must have taught at least two DAN Oxygen Instructor Courses and certified at least 4 DAN Oxygen Instructors during the year.

## Divers Alert Network

A Division of Divers Alert Network (DAN) Asia-Pacific Limited  
ABN 67 066 827 129

## **First Aid Instructor**

To remain active in Australia, a First Aid Instructor who has not been reassessed for longer than 12 months, must be assessed on CPR. Reassessment can be arranged by attending part of a DAN Instructor Program if one is scheduled in your area, or by various other means. Please contact us to discuss the options. In addition, for this current renewal, to gain Active Status you must have conducted at least one DAN First Aid Provider Course and certified at least **4** new students during the year.

In addition to re-assessment, **First Aid Instructor-Trainers** must have taught at least one DAN First Aid Instructor Course and certified at least **4** DAN First Aid Instructors during the year.

## **Outside Australia**

### **Oxygen Instructor**

Instructors operating in other countries in the Asian-Pacific Region can maintain Active Status by conducting a DAN Provider Course and certifying at least 2 new students every 2 years. However, a renewal fee is due each year.

### **First Aid Instructor**

To remain active, a First Aid Instructor who has not been reassessed for longer than 24 months, must be assessed on CPR. Reassessment can be arranged by attending part of a DAN Instructor Program if one is scheduled in your area, or by various other means. Please contact us to discuss the options. In addition, to remain an Active First Aid Instructor, you must conduct a DAN First Aid Course and certify at least 2 new students during the year.

### ***IMPORTANT***

*A Sustaining Instructor is not permitted to teach programs until he/she has been granted Active status. Sustaining status may only be maintained for a maximum of 2 years after which it will be necessary to upgrade to Active Status. If this is not done, DAN Instructor status will expire and it will be necessary to complete another Instructor Course to regain DAN Instructor status.*

**INSTRUCTORS MUST BE CURRENT MEMBERS OF DAN ASIA-PACIFIC (or another IDAN entity\*) WHEN RENEWING AND WHEN TEACHING DAN PROGRAMS.** Please be aware that this Instructor Renewal Fee is additional to your personal DAN membership which must be current before we can process your Instructor Renewal.

Those instructors that belong to another DAN entity (e.g. Nationals of another DAN region) need to:

- Provide evidence of DAN Membership with this renewal application; AND
- Pay a subscription fee for Alert Diver AP.  
This is to ensure that you receive the required health and safety information and regional information included in this magazine. The fee is A\$40.

# DAN INSTRUCTOR RENEWAL 2009-10

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

COUNTRY: \_\_\_\_\_ POST CODE: \_\_\_\_\_

PHONE: (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

MOBILE/CELL \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

I authorize DAN AP to give out my phone number/email address to potential students

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

YOUR DAN AP INSTRUCTOR NUMBER: \_\_\_\_\_

DATE OF LAST ASSESSMENT\* (IF APPLICABLE) \_\_\_\_\_

NAME OF LAST ASSESSOR\* (IF APPLICABLE) \_\_\_\_\_

**\*Written confirmation from the assessor MUST be enclosed**

INSTRUCTOR STATUS SOUGHT:     ACTIVE     SUSTAINING

*To maintain Active teaching status you must have taught a course AND been reassessed during the required period.*

*Sustaining status can only be maintained for a maximum of two (2) years.*

*There will be an administration fee to re-activate from Sustaining status*

DAN AP MEMBERSHIP (Membership must be current for Instructor renewal)

CURRENT DAN AP MEMBERSHIP NUMBER    AA \_\_\_\_\_

***AUSTRALIAN INSTRUCTORS MUST HAVE A EVIDENCE OF COMPLETING THE REQUIRED TAA CERT IV UNITS ON FILE BEFORE THEY CAN BE RENEWED IN ACTIVE STATUS***

## PAYMENT:

Oxygen or CPR Instructor/ Oxygen or CPR Instructor Trainer Only \_\_\_\_\_ AUD \$ 40.00\*

First Aid Instructor/First Aid Instructor Trainer Only \_\_\_\_\_ AUD \$ 40.00\*

Both Oxygen AND First Aid Instructor/Trainer \_\_\_\_\_ AUD \$ 65.00\*

Either Oxygen or First Aid Instructor (course completed after 1<sup>ST</sup> Jan 2009) \_\_\_\_\_ AUD \$ 15.00\*

TOTAL FOR RENEWAL                      AUD \$ \_\_\_\_\_ (Add 10% GST if in Australia)

Please note that a **late fee** of AUD \$20.00 will be added if this application is not received by **31<sup>st</sup> August 2009**

Bank cheque/money order (in Australian dollars) payable to DAN AP

Please debit my credit card:     VISA             MasterCard             AMEX

CARD NUMBER \_\_\_\_\_ EXPIRY \_\_\_\_\_

NAME OF CARDHOLDER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

## **OFFICE USE ONLY - DO NOT WRITE IN THIS SECTION**

MEMBERSHIP CURRENT                          No. OF COURSES TAUGHT 08/09

REASSESSMENT                                  O2

LICENSE AGREEMENT                          FA

CERT IV                     

STATUS GRANTED \_\_\_\_\_