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Dear DAN Instructor,

RE: 2011-12 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. Hopefully by now you have had a chance to familiarise yourself with the new CPR protocols as well as the changes to the DAN AP paperwork required for the various courses. Please contact DAN training if you have any queries regarding these changes.

This is formal notification of your Instructor Renewal for 2011-12. The requirements are listed below and the renewal fees are listed on the accompanying form. However, Instructors who were originally certified between 1 January 2011 and 30 June 2011 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 2011 to 30 June 2012.*

Remember that DAN AP requires a CERTIFIED copy of a Certificate IV in Workplace Training & Assessment from Instructors and Instructor-Trainers teaching within Australia.

Maintaining “Active” Status

In Australia

In addition to the teaching and reassessment requirements below, all Instructors in Australia are required to sign and return the 2011/12 Training matrix and ensure that DAN AP has on file certified copies of your Certificate IV Training and Assessment, Provider level certificate, Instructor qualifications and a Curriculum Vitae (CV).

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.

Training Feedback Email

We encourage DAN Instructors to feedback any concerns or positive comments on our courses to a dedicated email at training_feedback@danasiapacific.org

DAN INSTRUCTOR RENEWAL 2011-12

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) _____ (REQUIRED IN AUSTRALIA)

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 _____

AUSTRALIAN INSTRUCTORS MUST HAVE ALL THE REQUIRED CERTIFIED COPIES OF CERTIFICATES AND CV ON FILE BEFORE THEY CAN BE RENEWED IN ACTIVE STATUS.

THE 2011/12 MATRIX AND LETTER OF ASSESSMENT MUST ALSO BE RETURNED WITH THIS APPLICATION

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 1ST Jan 2011) _____ 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 **31st August 2011**

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 10/11

REASSESSMENT O2

LICENSE AGREEMENT FA

CERTIFIED CERTIFICATES

2011/12 TRAINING MATRIX

STATUS GRANTED _____