

Dear DAN Instructor,

RE: 2017-18 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 2017-18. The requirements are listed below and the renewal fees are listed on the accompanying form. However, Instructors who were originally certified between 1 April 2017 and 30 September 2017 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 December.

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 October 2017 to 30 September 2018.*

Maintaining “Active” Status

In Australia

In addition to the teaching and reassessment requirements below, all Instructors in Australia are required to:

- provide evidence of current liability insurance
- provide details of ongoing vocational competency for the courses you are licensed to teach (updates attended, certifications obtained etc.) – This must include:
 - verification that you have performed the role of a first aider/oxygen provider in a paid or voluntary capacity during the year (letter from employer or supervisor).
 - evidence of completing a VET update course, workshop or webinar relating to assessment and training
- provide certified copies of current provider level certificates you have attained (you must have a current provider level rating for any courses you wish to teach)

Oxygen Instructor

To remain active in Australia, an **Oxygen Instructor** must have current HLTAID001 Provide CPR and current 10523NAT- Oxygen for Dive Accidents. In addition, for this current renewal, to gain Active Status **Oxygen Instructors** must have conducted at least one DAN Oxygen Provider Course and certified at least **2** new students during the year.

Oxygen Instructor-Trainers must have taught at least one DAN Oxygen Instructor Course and certified at least **2** DAN Oxygen Instructors during the year.

Divers Alert Network

First Aid Instructor

To remain active in Australia, a **First Aid Instructor must** have current HLTAID001 Provide CPR (less than 12 months old) and current HLTAID003 Provide First Aid (less than 3 years old) 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 **2** 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 **2** 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 Oxygen 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
- Complete a subscription form and pay a subscription fee to DAN AP.
This is to ensure that you receive the required health and safety information and regional information.

Training Feedback Email

We encourage DAN Instructors to feedback any concerns or positive comments on our courses via email at training@danap.org

DAN INSTRUCTOR RENEWAL 2017-18

NAME: _____

ADDRESS: _____

STATE: _____

COUNTRY: _____

POST CODE: _____

PHONE: (BH) _____

(AH) _____

MOBILE/CELL _____

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 CPR/First Aid Cert* (IF APPLICABLE) _____ (REQUIRED IN AUSTRALIA)

DATE OF LAST Oxygen Cert *(IF APPLICABLE) _____

***Certified copies of your certificates MUST be enclosed**

INSTRUCTOR STATUS SOUGHT: ACTIVE SUSTAINING

- **To maintain Active teaching status, you must have taught a course AND maintained current competency during the required period – In Australia this means you must hold a current provider level rating for any courses you wish to teach and have completed a CPR course during the previous year. You must also have performed the duties of the role you are teaching (worked as a first aider) and undertaken professional development in VET Training and Assessment.**
- **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 letter of assessment, as well as certificate of current liability insurance and evidence of vocational competency (if not already provided) 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 April 2017) _____ 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 December 2017

- 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

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|----------------|--------------------------|---------------------|--------------------------|----------------------|
| MEMBERSHIP | <input type="checkbox"/> | LICENSE AGREEMENT | <input type="checkbox"/> | No. OF COURSES 16/17 |
| CURRENT CERTS | <input type="checkbox"/> | MATRIX | <input type="checkbox"/> | O2 |
| VOC COMPETENCE | <input type="checkbox"/> | LIABILITY INSURANCE | <input type="checkbox"/> | FA |
| VET PROF DEV | <input type="checkbox"/> | | | STATUS GRANTED |