

PLAR Candidate General Information Document

Commercial Diving Institute of Canada (CDI)

Version Control 1.1.0

The key to starting a successful Prior Learning Assessment & Review (PLAR) begins by understanding the process of registration, general assessment, document submission and the review process.

How to begin:

Online Registration:

1. In order to begin the review process all PLAR Candidates must complete the General Application which can be found at:
<http://www.commercialdivinginstitute.com/admissions/application/> You are not required to fill in a course date on the General Application as this has not been determined yet. The registration fee for the General Application is 150.00. Please contact your Admissions Officer with either a VISA or MC number for payment.
2. The PLAR Case Review Fee is 350.00 Canadian and can be paid with either VISA or MC by contacting your Admissions Officer by either phone or email.
3. Once the fees are paid you will receive digitally the PLAR Package that you will be required to fill out for review & assessment. This package will include:
 - PLAR Candidate Statement of Understanding.
 - PLAR Unrestricted Surface Supplied Criterion Check List. (*You will be required to check off all CSA Enabling Objectives that you believe that you have either been trained for or have gained experience with through your employment.*)
 - PLAR General Performance Notes
 - PLAR Dive Tracking Sheet (*You will be required to fill in your total number of dives and minutes as per the schedule on the document. All information provided must be validated with either signed and stamped logs or a letter's from employers.*)
 - PLAR Pre-Assessment Study Guide. (*This document will provide the requested materials that you'll need and a study guide so that you can prepare for the first academic online assessment prior to attending school. CDI is able to ship any or all of the requested materials.*)
4. Online PLAR Pre-Assessment Exam: The goal behind the online academic assessment is to insure that all candidates arrive at CDI with a solid academic foundation which will reduce time at school and save students money.
 - The Educational Coordinator will provide you with access to the PLAR Pre-assessment exam and an agreed upon time to write once the examination fee of 90.00 has been paid.

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- The examination topics are: *Diving Physics, Diving Physiology, Decompression Tables, Dive Equipment & Systems, Dive Rescue & Accident Management and Dive Operations & Legislation.*
 - There are twenty questions per topic.
 - The maximum amount of time allotted to write the exam is 6hrs.
 - The minimum required grade per section is 75%.
 - The examination policy states that if a candidate fails one section then they are eligible to re-write that section after an online course on that topic is purchased. If a candidate scores less than 75% on two or more topics then the candidate must purchase a more comprehensive online academic course to insure they are well prepared prior to attending school. (*Online course prices are listed below.*)
5. The Admissions Department will then finalize the PLAR review and all requirements that will have to be met. This will include: academic requirements and practical training. You will then receive a schedule that will include: total days required for the PLAR, total tuition expense & schedule options.
 6. Confirmation of PLAR.
 7. The Admissions Department will then forward a 'PLAR Certificate of Enrollment and Acceptance.)
 8. The CDI Student Contract and respective administrative paperwork will also be processed.
 9. The PLAR program commences.

Online Course Fees

1. The online PLAR Academic Pre-Assessment Examination fee is 90.00.
2. If a candidate scored less than 75% on one topic during the PLAR Pre-assessment exam then they will be required to purchase the relevant course. All online courses are supported with extensive dive theory to insure the CSA Z275.4 competency requirements are met. These courses have online quizzes and various tool boxes to support the self-study. The prices of the individual course are:
 - Diving Physics: 495.00
 - Diving Physiology: 225.00
 - Decompression Tables: 275.00
 - Tooling: 275.00
 - Dive Rescue & Accident Management: 195.00
 - Dive Operations & Legislation: 195.00

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3. If a candidate scored less than 75% on two or more sections of the PLAR Pre-assessment exam they will then be required to purchase the comprehensive online academic package which includes all 6 academic sections. The cost of the entire academic package is 1,595.00.
4. A PLAR candidate's commitment to the online academic pre-assessment exams and self-study is designed to reduce time requirements at school and to save the student money. The online training can be completed while you are at home and not incurring travel expense, accommodations and food.

Frequently Asked Questions

1. How long does a PLAR typically take? ***PLAR's could be as short as one week to as long as 12 weeks in length. The schedule is determined on a case by case basis as every diver brings a different level of experience to the review. It is important to realize that all PLAR Candidates must meet all the bottom time criterion and enabling performance objectives of the respective qualification that they wish to obtain.***
2. How much does a PLAR typically cost? ***The registration fee is 150.00 and the initial review fee to determine the PLAR is 350.00 Canadian. The general tuition rates for PLAR training is 2,000.00 for the first week and 1,000.00 for each additional week of training.***
3. Is the training tax exempt and tax deductible? ***Yes. CDI is an accredited Post-Secondary Institution in the province of British Columbia and is able to provide T-2202 Education Tax forms.***
4. Do I need a commercial medical for the PLAR training? ***Yes. The medical must be acceptable to the DCBC. The Admissions Department will provide the DCBC Approved Physicians list.***
5. Do I need Oxygen Administration & First-Aid / CPR for my DCBC Application? ***Yes. If your O2 or First-Aid has expired these courses can be renewed when you're at CDI.***
6. Do I need a dry suit? ***Yes. CDI is an authorized dealer for numerous commercial dry suits. Our Admissions Department will assist you with your purchase.***
7. Do I need to bring my original log books and qualifications to school? ***Yes. All dives accounted for on the Dive Tracking Sheet must be verified by Admissions in a professional diver log book that has been signed by a supervisor and stamped. The Admissions Department will be contacting employers and supervisors for verification of a selection of dives as per the DCBC By-laws and guidance notes for PLAR's. Original diving qualifications must be presented at school.***
8. Do I receive school support during the online courses? ***Absolutely!***