

PROCEDURE TO OBTAIN UH SCIENTIFIC DIVER AUTHORIZATION FOR A DIVER TRANSFERRING FROM A RECIPROCAL INSTITUTION

For scientists arriving at UH with prior training and experience in scientific diving from a previous institution, procedures to transfer to work as a UH scientific diver exist. The UH Diving Safety Program (UHDSP) will recognize equivalent documented scientific diver training and qualification from other AAUS institutions, as well as other organizations with which UH recognizes general equivalency, including US agencies such as NOAA and USFWS. Documentation from international institutions will be evaluated on a case-by-case basis for equivalency.

Following is the process for transferring your diver credentials from your prior institution to UH. Most of the administrative aspects will be handled by the main Diving Safety Program Office, located on the UH-Manoa campus. For divers attached to HIMB, UH-Hilo, or UH-Maui College, practical portions of the transfer such as checkouts and remedial training may be conducted by your local Unit Diving Coordinator.

The basic process is as follows:

- 1) Gather and present verifications of training and other credentials from your prior institutions (i.e., request them to be sent from your prior DSO's. For program transfers, full copies of dive medicals, dive logs, certifications, exams, are preferable to one-page summaries, so that we can keep a solid record for you);
- 2) Complete the UH Scientific Diver Application. This is available online as a Google Form (<https://www.hawaii.edu/ehso/diving-safety/>). The online application includes a mechanism to upload scans of your supporting documents, such as previous medical exams, certifications, and verifications of scientific diver training. After review and approval of the application documents, you are ready for orientation and diver checkouts (except, see #3).
- 3) If you are able to provide a recent diving medical exam and clearance which meets UHDSP requirements, you are ready to move to Step 4. If not, you will need to complete a UH Diving Medical Exam before any water work. Please follow this link to the UH Diving Medical Exam instructions and forms: <https://www.hawaii.edu/ehso/medical-exam-instructions/>
- 4) Complete an Orientation to UHDSP Policies and Procedures (about 2-3hours).
- 5) Complete diver skill checkouts with a UHDSP trainer assigned to your unit. Performances on skill evaluations are expected to be at the level of your prior AAUS authorization, and will include basic dive skills, plus rescue skills and any specialized endorsements, such as dive computer or nitrox.

6) Remedy any items in arrears (emergency response training, equipment service, etc...). UH DSP can help save time and money with any re-certs, re-exams, equipment service/purchases, etc., so ask us first before going elsewhere.

7) Upon completion of the above, you will be authorized as a UH Scientific Diver in Restricted status. In this capacity, you may be added to standing UH dive plans and dive under the supervision of a designated lead diver. After completing and logging at least 12 supervised dives under UH auspices, you may be conferred Active Scientific Diver status, at which point you may file independent dive plans and hold Lead Diver authorization.