



# International Training

## CROSSOVER CHECKLIST

**Directions:** A complete copy of this checklist is required to be submitted to the HQ Training Department or Regional Office with all other crossover documentation included in a single package.

Applicant's Name: \_\_\_\_\_  
Last / Family / Surname First / Given Initial

Person Conducting Crossover: \_\_\_\_\_ Location of Crossover: \_\_\_\_\_

Date of Crossover: \_\_\_\_/\_\_\_\_/\_\_\_\_ Payment Reference: \_\_\_\_\_  
Day / Month / Year

List of Materials Received by Applicant: \_\_\_\_\_

List of Materials to be Shipped: \_\_\_\_\_

Crossing over to:  SDI  TDI  ERDI  PFI and or  First Response Training International

### Administrative Requirements:

- Complete the Crossover Application.
- Provide a formal list of instructor ratings from the current agency's website, or clearly readable copies of all c-cards, for the ratings being crossed over.
- Verification of active teaching status for the current year from the crossing agency. If the professional crossing over is not in active teaching status with current organization, provide an official letter (or e-mail) from the organization stating requirements to regain active status.
- Verification of professional liability insurance policy overview document with candidate named, where applicable. \*If insurance verification is not submitted, crossover candidate will be placed in inactive status until insurance verification is received, unless not required by local law.
- Upgrade form for any SDI specialties, which are not held with the crossing agency.
  - SDI Solo Instructor Upgrade – Proof of 50 students certified, minimum age 21, certified instructor for a minimum of 1 year, and SDI Solo Diver eLearning course completion certificate (if available in the language/region)
- Printout of the completed online professional familiarization (crossover) program (if available in the language/region) and any relevant elearning for upgrades (First Response and/or solo).
- Candidate has profile on agency website.
  - An identification-style photo for professional cards is recommended. The photo can be entered by the candidate into the profile section of their online account.

### Any additional information for the Training Department:

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