



IADC ACCREDITATION & CREDENTIALING DIVISION
BULLETIN 14-03

This bulletin is issued to all RigPass-accredited training providers and RigPass instructors.

IADC has implemented a new RigPass instructor card requirement as part of the process of tracking and maintaining records for the RigPass program.

Requirement:

Between **1 June 2014 and 30 March 2015**, all currently approved RigPass instructors must purchase and carry with them an official IADC-issued instructor card whenever delivering RigPass training. Instructors who do not apply for the new card by **30 March 2015** will be expired as RigPass instructors and will no longer be permitted to deliver the RigPass course. (Instructors with expired approval may apply for reinstatement. Until they are reinstated, they will not be authorized to teach the RigPass course.)

The new instructor cards have features that will enhance security, such as verification of identity through QR Code technology and the instructor's photograph. The cards will be issued in the instructor's complete legal name. IADC will issue the new card once the instructor's identity and link to a training provider have been processed and verified.

Beginning **1 June 2014** new instructors will apply for the card on their initial instructor application.

What Currently Approved Instructors Must Do to Comply:

The following documents (attached) and additional information must be submitted to IADC by currently approved RigPass instructors:

- ACD-34 Approved Instructor Card Request Form
- Payment or Proof of Payment
- A government-issued I.D. (e.g., passport [preferred] and/or driver's license, which IADC will destroy after verification of identity)
- Photo—One copy of a personal photo that meets the requirements defined below.

Photo Requirements

- Focus on the instructor's head, with the face centered within the frame, head shot only from top of hair to the shoulders.
- Show the instructor with neutral facial expression and both eyes open, not wearing a hat, cap, sunglasses, or other item of attire that would obstruct view of the face.
- Use a solid, light color background.
- Use a digital camera, preferably set at the highest resolution.
- Focus clearly and use lighting that is sufficient to allow details of face to be clearly discernible, with no distracting shadows.
- Size the photo at 300 x 300 pixels.
- Use a .jpg file format.
- Do not retouch or enhance the photo in any way.

Submit all required materials to IADC at the following email address no later than **30 March 2015**. IADC will issue the Instructor Card once submitted information is reviewed and verified. For more information regarding the card or the instructor certification process, please contact IADC.

Email: rpinstructors@iadc.org
Phone: +1 713.292.1945