



## BULLETIN DIT 16-01

*This bulletin is issued to all DIT training providers who are accredited or are now in the process of completing an Application for Accreditation.*

### DIT Accreditation Requirement Updates

The DIT Accreditation Program Requirements in the *DIT Handbook of Accreditation* (DIT-01) have been updated. Changes are effective as of **5 December 2016** and affect all current accredited providers as well as new applicants requesting DIT accreditation.

#### New Requirements

##### ***Course Eligibility (Sect. 1.4 of the Handbook)***

New requirements for DIT course eligibility are being implemented. See the attached *DIT Handbook of Accreditation* (DIT-01) for full requirement updates. All requirement changes are indicated in blue font.

IADC's DIT accreditation is open to all companies operating in the oil and gas drilling industry.

Courses that may be accredited under this program are those that are custom-designed by the applicant using appropriate curriculum design elements, and for which another IADC accreditation program does not exist. Courses that meet any of the following conditions are **ineligible** for accreditation under the DIT program:

- Course whose title, course description, or content suggests compliance with another industry organization's specific training standard.
- Course whose title, course description, or content suggests compliance with a company's internal policies or requirements that do not meet general, baseline industry safety, operational, or equipment standards.
- Course whose title indicates or implies that completion of the course will lead to competence.
- Course whose title indicates or implies that completion of the course will lead to a license, industry certification, or diploma.
- Course whose length is excessive (greater than 160 hours), suggesting the course is a comprehensive, self-contained training program comprising multiple courses of study.
- Course that serves as a marketing tool for a specific product or service.
- Other course that the DIT Advisory Panel deems inappropriate for IADC accreditation.

#### ***General Accreditation Criteria***

In addition to the requirements listed in previous versions of the *Handbook of Accreditation*, the course to be accredited must meet the following minimum requirements.

**Course Name** – The course to be accredited must be appropriately named without including any of the words or phrases that limit eligibility or misrepresent the course content. Also, a course description must be provided that defines the purpose of the course and gives a comprehensive, accurate overview of the course content.

**Course Educational Tools** – A list of training and educational materials (books, handouts, videos, industry reference documents, etc.) must be submitted. Materials must support the learning objectives and be current, compatible with the course title, purpose, target audience, and course level.

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Course Content – A syllabus or course outline and accompanying learning objectives must be submitted. Learning objectives must be written for each module and must be compatible with the course title, purpose, target audience, and course level.

### ***e-Learning***

New requirements for DIT e-Learning content-delivery are being implemented to ensure that content delivered 100% through e-Learning is consistent with regards to quality controls, assessments, and other criteria. These requirements do not apply to companies that may use e-Learning modules to supplement the content of a course that is instructor led. See the attached DIT e-Learning Content Agreement (DIT-01E) for full requirement details.

All accredited DIT providers using 100% e-Learning delivery for DIT courses must demonstrate that their e-Learning course conforms to the new requirements no later than **1 September 2017**. Requirements are effective immediately for all new and renewal applications.

### ***Course Category***

Training providers must now choose from a list of 29 course categories to indicate the category that best represents the content and title of the course.

### ***Resources and Procedures to Support the Course and the Program***

Training providers must ensure that appropriate resources, systems, policies, and procedures, such as the following, are in place to support the course and that they are communicated to IADC:

- Assessment processes
- Physical resources (e.g., training facilities, training materials, simulators, employee records)
- Personnel (e.g., assessors, instructors)
- Support systems.
- Appropriate safety procedures
- Personal protective equipment (if applicable)
- An equipment maintenance plan
- Procedures and policies involving records retention
- Procedures for issuing certificates and uploading training records to IADC
- Procedures and policies related to quality assurance (e.g., audit/verify, report, and respond to nonconformities; person responsible; how feedback is used to improve the course; how changes are communicated)

See the *DIT Handbook of Accreditation* for additional details.

### ***Student Assessment***

All courses, regardless of training level, must have an assessment. The process by which students' performance in the course will be assessed must be described. The method(s) of assessment and the minimum passing grade should be appropriate for the course content, target audience, course level, and student learning objectives (i.e., what the student should be able to do or demonstrate upon completion of the training). The process should also identify when assessments will take place, who will perform assessments, and what records will be retained to document the assessment.

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## ***Schedule of Fees***

Initial application and renewal application fees must be paid at the time of application submittal. Review process will not commence until the application or renewal fee is paid. Failure to provide payment within 30 days will result in cancellation of invoice and application. Applications will be processed in the order that both application and payment is received.

Annual fees will be billed and should be paid by the anniversary date of the program. Invoices not paid by the provider will result in suspension of program until fees are paid.

All renewal applications should be submitted to program coordinator with a minimum of 45 days prior to the expiration date.

Program modifications may require a technical review and a fee will be charged as described in the schedule of fees form. Changes/Modifications done during the renewal period will only require the renewal fee.

## ***IADC Logo Usage***

In addition to following the Usage Policy, the following wording must be reflected under each use of the DIT logo: "Content in the course is not vetted as part of the DIT accreditation."

## **Response to Program Change**

Each DIT-accredited training provider must complete and return the attached Bulletin DIT 16-01 Acknowledgement Form no later than **24 February 2017**, indicating that you have read and understood the time constraints for incorporating these new requirements into your program.

All DIT training providers using 100% e-Learning delivery for courses must complete and return the attached e-Learning Requirements Agreement (DIT-01E) by **24 February 2017**.

DIT providers whose current course design and delivery do not meet all new requirements must submit a DIT Application (DIT-03) marking the modification option and completing the sections being modified no later than **1 July 2017**. All required changes must have been implemented by that date.

**Please submit all required forms and documents electronically to [dit@iadc.org](mailto:dit@iadc.org). Failure to comply will lead to program suspension or revocation.**

## **Attachments**

- Bulletin DIT 16-01 Acknowledgement Form
- e-Learning Agreement Form (DIT-01E)
- DIT Handbook of Accreditation (DIT-01)
- DIT Application (DIT-03)

This bulletin supersedes all previous versions and communications of DIT-01 Notices, Letters, or Guidance dated prior to **5 December 2016**.

For more information on these program revisions, contact Cynthia Montero, DIT Program Coordinator, at [Cynthia.montero@iadc.org](mailto:Cynthia.montero@iadc.org).

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