



Accreditation and Credentialing

Database User Guide

May 2018

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Introduction

The IADC Accreditation Database is a system that accredited training providers use to

- Create and schedule classes
- Add students to classes
- Enter student scores
- Issue student certificates
- Place an order and pay for student certificate codes

Link to the new database: <https://accreditation.iadc.org/login.php>.

User Roles

Database users are set up as Administrator, Instructor, or both.

Administrators have full access to everything in the database. They can order and pay for certificate codes, set up classes, enter scores, and issue certificates.

Instructors have limited access. A user who is set up as an instructor can start a class, enter student scores, issue certificates, and close a class. Instructors cannot set up classes or add/delete students from the class roster. If an instructor would like to be able to have full system access, he or she must also be set up as an administrator in the database. This can be done by emailing your program coordinator and asking for your instructor to be set up as an administrator.

Orders and Payments

When ordering student certificate codes in the database, Administrators have the option to pay with a credit card, which allows the certificate codes to be placed immediately in your account. If you pay for an order through another means, it takes 72 hours for your certificate codes to appear in your account.

Important: Order in advance if not paying by credit card so your student certificate codes will be ready when you need them.

Class Roster Modes

Class rosters are now created within the database. Administrators can set up a class and add/delete students on the roster. Class rosters have four modes:

- **Draft**—All rosters start off in **Draft** mode. A roster in this mode is only visible to the administrator. The instructor assigned to teach the class cannot yet see the class. In **Draft** mode, the administrator can edit the student roster, add and delete students, and change student information.
- **Scheduled**—Administrators can place Draft rosters into **Scheduled** mode. In this mode, the roster is visible to the administrator and to the instructor assigned to teach the course. In **Scheduled** mode, administrators (only) can still edit the student roster—add, delete, and change student information.

- **Start**—Administrators and instructors can change a student roster from Scheduled mode to **Start** mode. **Important:** In **Start** mode, no changes can be made to the roster. (No corrections can be made, and students cannot be added or deleted.) If a student on the roster does not show up for the class, the system will automatically remove the student when no score is entered for the student and the class is ended.
- **End Class**—Administrators and instructors can end a class. When you select **End Class**, the student certificates and cards are automatically emailed to the email addresses entered into each student's profile. In addition to the student's email address, the email address of the student's employer may also be entered. **Important:** No changes can be made to a class after the roster's status is changed to **End Class**.

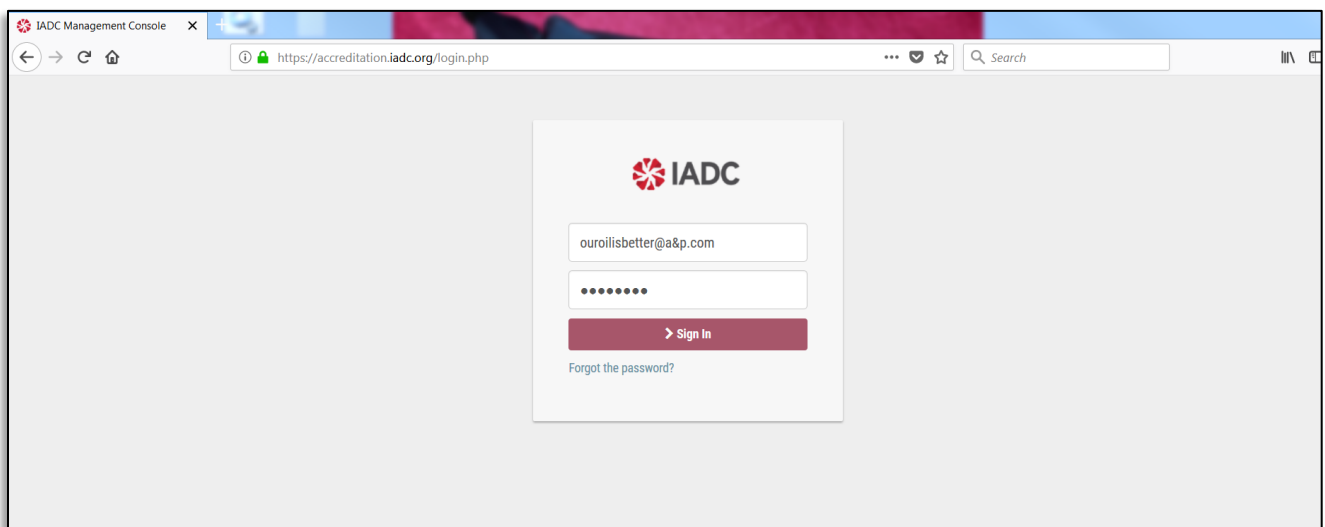
Student Certificates and Cards

The database generates student certificates and cards. With the exception of legitimate IADC certificates and cards earned and awarded before implementation of the new database, only those issued from the IADC database will be valid going forward. Training providers are not authorized to issue any other IADC certificate or card to students.

Training providers have the option of adding their company logo to student cards. To take advantage of this option, email your IADC program coordinator to obtain the logo specifications, and then send your logo to your IADC program coordinator. Your logo will then be entered into your company profile and will appear on all of your student cards.

Instructions

Logging into the Database



To access the new database system, go to <https://accreditation.iadc.org/login.php>.

Your **Username** is the **email address** you provided to IADC. Your initial **password** is **iadc1234**.

Please reset your password after logging into the system the first time:

1. Click on your name at the top right of the screen.
2. Go to **My Profile**.
3. Enter a new password.

Accessing Training Provider Details

Upon logging into the database, you will first see the **IADC Management Console**. The three dropdown tabs across the top of the page allow you to navigate through the database. From the **Administration** tab, you can access information about your program, such as your current types of accreditations and details about your administrators and instructors.

The screenshot shows the IADC Management Console interface. At the top, there are tabs for 'Administration', 'Invoices', and 'Classes'. The 'Administration' tab is selected, and a dropdown menu is open, showing options: 'Providers', 'Accreditations', 'Administrators', 'Instructors', and 'Accreditations'. A red arrow points to the 'Providers' option. Below the menu, there are search filters for 'ID/Name', 'City/State/Zip', 'Country', 'Training Provider Type', 'Program Accreditation', 'Membership', and 'Status'. A 'Search' button is visible. Below the filters, there is a table of records. The table has columns: ID, Title, City, Country, Programs, Courses, Instructors, Classes, Registrations, Membership Expires, and Status. The first record is for 'A&P ENERGY SERVICES' in Houston, United States of America, with 2 programs, 4 courses, 2 instructors, 45 classes, and 41 registrations. The membership expires on 1-Jan-0001 and the status is Active.

ID	Title	City	Country	Programs	Courses	Instructors	Classes	Registrations	Membership Expires	Status
000000084	A&P ENERGY SERVICES	Houston	United States of America	2	4	2	45	41	1-Jan-0001	Active

Information is displayed in a list view at the bottom of the screen.

1. To filter the data, enter your filter information at the top of each page.
2. To access more details about a particular item, click on the line item to open a detailed information window.

To see the number of student certificate codes available for each accredited program:

1. Click the **Administration** dropdown tab at the top of the screen.

2. Select **Accreditations** in the dropdown tab. The number of certificate codes per program will show in the accreditation information section (see information circled in blue in the screenshot below).

The screenshot shows the IADC Administration interface. At the top, there are navigation tabs: Administration, Invoices, and Classes. The user is logged in as David McFarland (SANDBOX). The main section is titled 'Accreditations'. It features a search bar with 'ID/Name' and 'Country' filters, and a 'Program' dropdown menu. Below the search bar are 'Reset' and 'Search' buttons. A red arrow points to the 'Filter Options' text, which is positioned above the search bar. Another red arrow points to the 'List View Details Click to open details window.' text, which is positioned above the table. The table displays a list of accreditation programs. The first row is for 'A&P ENERGY SERVICES' with 'DIT Accreditation Program'. The second row is for 'A&P ENERGY SERVICES' with 'RigPass Accreditation'. The table columns include: Provider, Program, Courses, Instructors, Locations, Codes Purchased, Codes Slated, Codes Used, Codes Available (circled in blue), Expires, and Status. Below the table, it says 'Showing 1 to 2 of 2 entries'. At the bottom right, there are 'Previous', '1', and 'Next' buttons.

Provider	Program	Courses	Instructors	Locations	Codes Purchased	Codes Slated	Codes Used	Codes Available	Expires	Status
A&P ENERGY SERVICES	DIT Accreditation Program	3	2	2	312	0	11	301	8-May-2020	Conditional
A&P ENERGY SERVICES	RigPass Accreditation	1	1	Travelling	602	5	21	576	31-Jan-2022	Conditional

When clicking on a list item, such as an accreditation program, a details window will open. As shown in the example screenshot below, you can access details about your accreditation, such as addresses, languages approved for, courses approved for, as well as the assigned administrator(s) and instructor(s). Training providers have access to a copy of their accreditation certificate by clicking the **Certificate** tab in the screenshot below (see tab circled in blue).

Any changes that a company would like to make to their program must be communicated directly to your IADC program coordinator. The coordinator will update information according to the change requested.

☆ Training Provider Program Accreditation - A&P ENERGY SERVICES

Info Addresses Languages **Courses** Contacts/Admin Instructors Surveys **Certificate**

Report

Details

* **Training Provider**
A&P ENERGY SERVICES

* **Program**
RigPass Accreditation

Alias
Program Alias (Printed on Certificate)

Accreditation

* **Accredited On** 01/01/2017 *** Expires On** 01/31/2022 **Status** Conditional

☒ Traveling

Rigpass Parameters

☒ Custom Certificate ☒ Custom Card ☒ RigPass to Go

Notes

Creating Class Rosters

To create a class roster:

1. Click on the **Classes** dropdown tab at the top of the screen.
2. From the dropdown tab, click **Classes**.

Note: Filter information appears at the top of the page to help when searching for a class. Classes that have been created appear in List view toward the bottom of the page.

3. To open an existing class, click in the class in the list view.
4. To create a new class, click the **New** button (circled in blue in the image below).

Class List view. Click to open.

Class search filters

ID	Client	Class	Program	Instructor	Lang	Students	Starts	Ends	City	Country	Codes Slated	Status
9235a899	A&P ENERGY SERVICES	false	RigPass Accreditation	David McFarland	EN	1	22-May-2018	22-May-2018	Houston	United States of America	0	In Progress
c2c43d9e	A&P ENERGY SERVICES	false	RigPass Accreditation	David McFarland	EN	1	21-May-2018	21-May-2018	Houston	United States of America	0	Closed
fbc0999a	A&P	false	RigPass	David	EN	1	21-	21-	Houston	India	1	Draft

- Click the **New** button to open the class details window.
- Enter class details and training location address by clicking on the **Details** tab and then the **Address** tab.
- Click **Save**.

Note: New classes are always created in Draft mode (see a description of Draft mode in the Introduction section of the guide). Draft classes are only visible to the administrator

Class - New

Details | Address | Registrations 0

Complete and save the Class details before adding registrations.

Details

* **Training Provider**
A&P ENERGY SERVICES

* **Program**
(select)

* **Title**
Title

* **Instructor**
(select)

* **Language**
(select)

* **Start Date**
mm/dd/yyyy

* **End Date**
mm/dd/yyyy

Exam On
mm/dd/yyyy

Notes
Notes

✕ Close ✓ Save

For a screen capture of the page referred to in the instructions below, see the following page.

To add students to your roster:

1. Once the class is saved in **Draft** mode, click the **Registrations** tab.
2. To insert students using the IADC class roster template, click the **Import** button to download the template.
3. Save the template to your computer.
4. Once the template is ready for import, click the **Import** button.
5. Click **Select a roster from your computer**.

Class - 4527fd9a

Details Address Registrations 0

Class cannot be scheduled: Class does not have any registrations.

Registrations

Filters

Records

Show 10 entries

Search:

ID	First	Last	Course	Score	Action	Status	Comments	Alerts
No data available in table								

Showing 0 to 0 of 0 entries

Roster Import

Select Roster File

Select a roster (excel) from your computer

Need the template?
[Click here](#)

Cancel

To add students to the class roster manually:

1. Click the **New** button (circled in blue in the screenshot above). A student detail window opens.
2. Enter student details.
3. Click the grey picture box to upload a student photo.
4. Click the **Save** button.

Note: The email address entered is where the system will email a copy of the student certificate and card once the class is ended.

The screenshot shows a web application window titled "Registration - New". At the top, there are tabs: "Info" (selected), "Addresses", "Certificate", "Cert Cards", and "Alerts" (with a count of 0). Below the tabs is a blue header bar with "New registration" and two red arrows pointing to "Upload photo" and "Student details". The main form area is titled "User" and contains several input fields: "First Name", "Middle Name", "Last Name", "Email" (with an @ icon), "Phone #", "Company", "Position", "Employee Id", "Date of Birth" (with a calendar icon), and "SSN (Last 4)".

Once students have been added to the roster, the class can be changed to **Scheduled** mode:

1. Click the **Action** dropdown button.
2. Click **Scheduled**.

Scheduled mode allows the class to be viewed by the administrator and the instructor. See a description of Scheduled mode in the Introduction section of the guide.

Student details can be edited in Scheduled mode:

1. Edit details by clicking on the student name. The student details window will open.
2. Edit as needed.
3. Save your changes.

Students can be deleted off the class roster:

1. Click the **Action** dropdown button next to the student's name.
2. Click **Delete**. The student is removed from the roster and your certificate code goes back to the training provider account.

Class - 4527fd9a

Details Address Registrations 1

Class is ready to schedule.

Registrations

Filters

Records

Show 10 entries

Search:

ID	First	Last	Course	Score	Action	Status	Comments	Alerts
7963ec4a	Test	Student	RigPass: Onshore - SafeLand (Instructor Led)	0	Action	Draft	-	0

Showing 1 to 1 of 1 entries

Previous 1 Next

Save Schedule

Close Action

Add additional student

Delete a student off roster

Switch to Scheduled mode

Repeat the process to add additional students to the class roster.

Starting a Class

Important: **Start** mode will lock the class roster and edits can no longer be made to the roster.

Once the class roster is complete, the administrator or instructor can start the class:

1. Click the **Action** dropdown button.
2. Select **Start Class**.

See a description of **Start** mode in the Introduction section of this guide.

Class - 4527fd9a

Details Address Registrations 1

Class is ready to schedule.

Registrations

Filters

Records Export

Show 10 entries

Search:

ID	First	Last	Course	Score	Action	Status	Comments	Alerts
7963ec4a	Test	Student	RigPass: Onshore - SafeLand (Instructor Led)	85	Action	Not Started	-	0

Showing 1 to 1 of 1 entries

Previous 1 Next

Switch to Start mode

Close Action

Entering Student Scores

Administrators and instructors can enter student scores:

1. On the top of the page, click the **Class** dropdown button.
2. Click **Classes**.
3. Scroll down the page to the list of classes.
4. Click on the desired class to open its details.
5. Click the **Registrations** tab to view the students on the roster.

Note: Training providers have an option to enter a percentage score (as shown in the above and below screen captures) in the score box (circled in blue in the screenshot below).

6. Click the **Action** dropdown button in each student's entry line.
7. Click **Failed** if the student failed the course, or click **Certified** if the student passed the course. If the student passed, a green box with the word **Certified** appears in the student's entry line under the word **Status**.

Note: If a student does not show up for class, do not enter a score or select an option in the **Action** dropdown list. The system will remove them off the roster once the class is closed, and the certificate code will go back to your account.

Class - 4527fd9a

Details Address Registrations 1

Registrations

Filters

Records Export

Show 10 entries

Search:

ID	First	Last	Course	Score	Action	Status	Comments	Alerts
7963ec4a	Test	Student	RigPass: Onshore - SafeLand (Instructor Led)	85	Action	Not Started	-	0

Showing 1 to 1 of 1 entries

Previous 1 Next

Enter score, if applicable.

Select if student Failed or is Certified

Failed

Certified

Issuing Student Certificates and Cards

When a student's **Status** indicates **Certified**, the administrator or instructor may issue the student a certificate and card:

1. Click the green **Certified** button to view the student's certificate.

Note: Certificates can be saved and/or printed. The certificate and card can also be accessed by clicking on the student's name.

2. Click the **Certificate** tab to view or print the certificate.
3. Click **Cert Cards** tab to view or print the student card.
4. To send student cards to a card printer, click the **Print** icon and select your card printer.

Note: Card images can also be saved by right-clicking the image and saving the image to your computer.

Class - 4527fd9a

Details Address Registrations 1

Registrations

Filters

Records

Show 10 entries

Click student from list to view certificate and card

Click to view certificate

ID	First	Last	Course	Score	Action	Status	Comments	Alerts
7963ec4a	Test	Student	RigPass: Onshore - SafeLand (Instructor Led)	0	Action	Certified	-	0

Showing 1 to 1 of 1 entries

Previous 1 Next

Registration : Test Student - RigPass: Onshore - SafeLand (Instructor Led) - 7963ec4a

Info Addresses Certificate Cert Cards Alerts 0

Test Student is certified for RigPass: Onshore - SafeLand (Instructor Led): SFL200001063. This certification expires 2019-05-23.

Cert Cards

Front

IADC RigPass® Completion Card

Trainee Name Test Student

Provider A&P ENERGY SERVICES

Program ID RIGPASS Completion Date 23 May 2018

Instructor Name David McFarland

Onshore ☒ Offshore ☐

Certificate Number: SFL200001063

Back

IADC RIGPASS

SafeLandUSA

This individual has successfully completed a RigPass® course at an institution accredited by the International Association of Drilling Contractors.

To verify validity, please scan the QR Code or contact records@iadc.org.

Send card to printer

Right click to save image

Close Save

Ending a Class

Important: Ensure that all student scores are entered before ending a class.

Note: No records can be changed once the class is ended.

Administrators and instructors can end a class as follows:

1. Click the **Action** dropdown button.
2. Click **End Class**.
3. To export class records to an Excel spreadsheet, click the **Export** button.
4. Save the spreadsheet on your computer.

When a class is ended, student certificates and cards are automatically emailed to the email address(es) in the student profile.

Note: Previous class records and rosters can be accessed at any time from the **Class** list view under the **Classes** dropdown.

Class - 4527fd9a

Details Address Registrations 1

Registrations

Filters

Records

Export

Show 10 entries

Search:

ID	First	Last	Course	Score	Action	Status	Comments	Alerts
7963ec4a	Test	Student	RigPass: Onshore - SafeLand (Instructor Led)	0	Action	Certified	-	0

Showing 1 to 1 of 1 entries

Previous 1 Next

End Class

Close Action

Ordering Student Certificates Codes

Administrators can order student certificate codes and search previous orders and invoices in the database.

The screenshot shows the IADC Invoices page. At the top, there are tabs for 'Administration', 'Invoices', and 'Classes'. The 'Invoices' tab is selected. Below the tabs, there is a dropdown menu for 'Invoices' with options: 'Invoices', 'Pending', and 'Closed'. A red arrow points to this menu with the label 'Invoice filter options'. Below the menu, there are several filter fields: 'ID', 'Program', 'Training Provider', 'Having Item', and 'Status'. Each field has a dropdown menu. Below these fields are 'Reset' and 'Search' buttons. Below the filters, there is a 'Records' dropdown and a 'Show 10 entries' label. To the right of the 'Records' dropdown are 'Export' and 'New' buttons. The 'New' button is circled in blue. Below the buttons is a table with the following data:

ID	Created	Provider	Program	Items	Quantity	Subtotal	Total	Status
04e66b3c	3-Apr-2018	A&P ENERGY SERVICES	RigPass Accreditation	1	10	\$250.00	\$250.00	Approved
45ef6428	3-Apr-2018	A&P ENERGY SERVICES	RigPass Accreditation	1	1	\$30.00	\$30.00	Approved
001da1c5	25-Apr-2018	A&P ENERGY SERVICES	RigPass Accreditation	1	1	\$300.00	\$300.00	Draft
8dae21c6	7-May-2018	A&P ENERGY SERVICES	RigPass Accreditation	1	1	\$25.00	\$25.00	Approved

A red arrow points to the table with the label 'List of orders placed and status'.

Placing New Orders

To place a new order, do the following:

1. Click the **Invoice** dropdown tab at the top of the page.
2. Click **Invoices**. This will open the **Invoices** page.
3. Click the **New** button. The invoice details window will open. (See screen capture below.)
4. Select the appropriate program from the **Program** dropdown list.
5. *Optional:* Enter a title for your order.
6. Enter your billing and shipping information.
7. Select the item you are ordering from the **Item** dropdown.
8. Enter the quantity you are ordering.
9. Click the **Add Item** button to add an item to your order invoice.
10. After you have added all items you are including in your order, scroll down and click **Save**.

Invoice - New

This invoice is a draft.

*** Training Provider**
A&P ENERGY SERVICES

*** Program**
(select)

Title
Title

*** Billing Address**
(select)

*** Shipping Address**
(select)

Item

Item	Qty	Unit Price	Line Total
RigPass Completion Certificates	50	\$25.00	\$1,250.00

Subtotal \$1,250.00

Adjustment \$0.00

Add Item

Paying for Your Order with a Credit Card

To complete and pay for your order with a credit card, do the following:

1. Scroll down to view payment options.
2. Click the green **Pay Now with Credit Card** button to pay with a credit card.
3. In the payment window that opens, enter your credit card information.
4. A receipt will open once payment is submitted. You can **Save** this receipt to your computer.

If you pay with a **credit card**, the certificate codes **immediately** appear in your account.

Paying for Your Order by Any Means Other than Credit Card

If paying by means other than a credit card, do the following:

1. *Optional:* If needed, enter information about your payment in the **Notes** box.
2. Click the **Submit Purchase Order** button.

Your order is then placed in **Pending** status until payment is received and processed. Once payment is received, certificate codes will appear in your account **within 72 hours**.

Notes

Notes

Log

n/a

Close

Save

Submit Purchase Order

Pay Now with Credit Card

Disable

Pay by means other than a credit card such as wire

Pay with credit card

Accessing Previous Orders/Invoices

Administrators can locate and sort previous invoices and orders.

1. Enter your filter information.
2. Click **Search**.
3. To open an order, click on the order line item from the list that you wish to open. This will open a window that shows the order details.

IADC Administration Invoices Classes

David McFarland (SANDBOX)

Invoices

Invoices

Pending

Closed

Filters

ID

ID

Program

(all)

Training Provider

(all)

Having Item

(all)

Status

(all)

Reset Search

Records

Export New

Show 10 entries

Search:

ID	Created	Provider	Program	Items	Quantity	Subtotal	Total	Status
04e66b3c	3-Apr-2018	A&P ENERGY SERVICES	RigPass Accreditation	1	10	\$250.00	\$250.00	Approved
45ef6428	3-Apr-2018	A&P ENERGY SERVICES	RigPass Accreditation	1	1	\$30.00	\$30.00	Approved
001da1c5	25-Apr-2018	A&P ENERGY SERVICES	RigPass Accreditation	1	1	\$300.00	\$300.00	Draft
8dae21c6	7-May-2018	A&P ENERGY SERVICES	RigPass Accreditation	1	1	\$25.00	\$25.00	Approved

FAQ

1. Can I create a class roster and enter student information after the class has been completed?
Yes. A roster can be set up and student scores can be entered after a class has occurred. Certificates and cards will not be generated until the class is set up and the students' names are added to the roster.
2. Can I preprint cards and certificates?
Yes. To preprint certificates and cards, set up the class roster in the database. Add student information on the roster. Once students are on the roster, click the student name to see the certificate and card files that have been created.
Note: If a student does not pass, the preprinted certificate and card for that student are automatically removed from the system and are not valid.
3. Do I lose a certificate code if a student does not pass the class?
Yes. If the student was present for the training but did not pass, the system will remove a test code from your account.
4. What happens if I need to add or delete students?
The system allows students to be added and deleted from the class roster when the roster is in Draft or Scheduled mode. Once the mode is switched to Start, no changes can be made to the roster.
5. Can I add more administrators?
Yes. Email your program coordinator to have more administrators added to your account.
6. Can I still use my custom card?
The only certificates and cards that can be issued are those generated in the database. Companies do have the option to add a company logo to the student card. To do so, please email your program coordinator to request your logo be added to the card.
7. What happens to my unused paper certificates and numbers from the previous system?
Your certificates and certificate numbers balance has already been converted to electronic certificate codes at no additional cost to you. **Do not issue your remaining certificate numbers and paper certificates.** These have been voided from the IADC system and are, therefore, invalid.