



Approved Instructor Card Request Form

INSTRUCTIONS:

- ALL INFORMATION MUST BE COMPLETED AND SUBMITTED IN ENGLISH.
- Please provide your full legal name and complete all sections of this form.
- Attach all required documentation (see section 5 for more information).
- Photo must meet the requirements as specified in Section 4 below.
- Submit the request to the appropriate Program's email address:

HUET
huet@iadc.org

RigPass
rpinstructors@iadc.org

WellCAP
wcinstructors@iadc.org

SECTION 1 – REQUEST

Check all that apply:

- RigPass Instructor Card
 WellCAP Card & Certificate
 HUET Card & Certificate
 RigPass Card & Certificate

SECTION 2 – PERSONAL INFORMATION

First (Given) Name	Middle Name	Last (Family) Name	Suffix
Street Address:		Phone Number:	
Address Line 2:		Alt Phone Number:	
City, State:	Zip Code:	Language:	
Email Address:		Country of Residence:	
Birth Date (MM/DD/YYYY):		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Instructor Certificate Number(s) (if more than one, separate with a comma):		Country of Birth:	

SECTION 3 – CURRENT TRAINING PROVIDER AFFILIATION(S)

List all training providers for whom you are currently approved to teach or for whom you request approval to teach.

Training Provider Name	Provider's Accreditation #	Maintain, Add, or Remove Affiliation With Provider	IADC USE ONLY
			<input type="checkbox"/>

IADC STAFF USE ONLY

- | | | |
|---|--|---|
| <input type="checkbox"/> Metrics Log | <input type="checkbox"/> Ú: Drive | <input type="checkbox"/> Personify |
| <input type="checkbox"/> Application Received | <input type="checkbox"/> Approval Confirmed _____ | <input type="checkbox"/> Billed <input type="checkbox"/> Paid |
| <input type="checkbox"/> Photo | <input type="checkbox"/> Instructor Card Batch _____ | |



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SECTION 4 – PHOTOGRAPH REQUIREMENTS

Attached photograph provided must meet ALL of the following requirements:

- Photo should be focused on Instructor’s head, with the face centered within frame, head shot only from top of hair to the shoulders.
- Pose should show 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.
- Photo background should be a solid, light color.
- Photo taken with digital camera, operated at the highest resolution setting – no cell phone photos.
- Image should be clearly focused with lighting sufficient to allow details of face to be clearly discernible, with no distracting shadows showing.
- Photo size should be 300 x 300 pixels.
- Photo file format must be .jpg file.
- Photo should not be retouched or enhanced in any way.

SECTION 5 – CHECKLIST FOR FORM SUBMISSION

Include each of the following items in one e-mail per applicant:

Note: ALL INFORMATION MUST BE COMPLETED AND SUBMITTED IN ENGLISH.

- Two (2) page form completed, dated, and signed electronically -OR- two (2) page form completed, printed, dated and signed; then scanned and e-mailed back in PDF format.
- Digital photograph submitted in .jpg format (see section 4 for photo requirements).
- Government issued ID (Passport or Driver’s License) submitted in .jpg format.
- Appropriate Payment Processing Form for your program (i.e., HUE-86, SCO-86, and WCT-86).
- Files and folders labeled with name of applicant (example: JaneSmithPhoto.jpg; JaneSmithCardForm.pdf, etc.).
- One application submitted per e-mail

***NOTE: PAYMENT MUST BE SUBMITTED AT TIME OF REQUEST**

Important: The instructor applying for the instructor card must sign below.

I hereby acknowledge that all information contained in this document is accurate and complete.

Signature:

Date: