DIT eLearning Requirements & Agreement

These eLearning requirements apply to IADC DIT-accredited courses that are delivered 100% by eLearning methodology.

An IADC-accredited DIT course may be delivered using eLearning delivery methodologies, where eLearning is defined by IADC to be "a program wherein a student completes the required curriculum via computer or other means of electronic delivery." Examples of eLearning delivery include computer-based training, web-based training, mobile learning, or any other electronic means of delivery.

To qualify for delivery of 100% of course content through eLearning, an accredited DIT training provider must implement specific additional program controls as defined in the sections below. These are in addition to all relevant requirements for accreditation as defined in the DIT-01 *Handbook of Accreditation*.

Course and Application Design Requirements

The following course and application design requirements apply to course content that is delivered 100% through eLearning:

- Course software must provide a secure login process (to include a unique password for each trainee).
- The software must record a "start time" and an "end time" to indicate actual time spent in the course for each trainee.
- The following disclaimer text shall be included in the prelude to the eLearning course:
  - "DISCLAIMER: This course is self-paced for the average person to complete in x hours." (Fill in the appropriate number of course hours.)
- Knowledge checks (quizzes) with remediation are required throughout the course to ensure acceptable trainee comprehension within each module of the course.
- Each module must be completed before the trainee can proceed to the next module and the final test.
- The ability to skip or fast-forward through the training is unacceptable. The "skip" option must be disabled.
- The software must allow for all training records to be electronically maintained and reported to the accredited training provider. Records must include the following: training completion record, assessment record, start and end time, total time spent in training, completion date, and trainee's name.
- The eLearning course must be designed and delivered in conformance with an internationally recognized standard for eLearning delivery, such as SCORM, etc.

Assessment Requirements

In addition to the required formative assessments detailed in the course-design section, the training provider must meet the following assessment requirements:

- Verify trainee's identity at the start of final assessment.
- Administer a comprehensive final knowledge assessment that aligns with the curriculum.
- Provide feedback to the trainee based on results of the assessment.

Administrative Requirements

- The training provider must verify the trainee's identity when enrolling the trainee for the course, before launching the application/course content, and at the start of the final assessment.
- The training provider must have a course registration process that includes instructions for trainee login.
- All electronic training records must be retained securely and be available for auditing.
- The accredited training provider must provide technical support in the form of:
  - Live technical support (available during designated hours)
  - An approved instructor available at designated times to answer trainee questions. (The trainee must be provided with reliable contact information for that instructor.)
  - A list of Frequently Asked Questions available to trainees.

Equipment and Facilities Requirements

Each of the following delivery mechanisms is acceptable:

1. Trainees may access the eLearning course from their location and using their own equipment.
2. Trainees may complete the course at the training provider's facility using the training provider's equipment.

If the training provider offers the course through the first option above, the system must include technical support available at least 12 hours per day and must provide the trainees with contact information (email and phone options) with an indication of estimated response time. Sufficient and appropriate hardware (servers, etc.) must also be available to support the number of trainees anticipated to access the application at a given time.

If the training provider offers the course through the second option, sufficient equipment and facilities must be provided to administer the eLearning curriculum securely. The training provider must follow the facility requirements detailed in the DIT Handbook of Accreditation.

Agreement

By signing this agreement, you:

- Acknowledge that you are aware of the additional requirements for eLearning content delivery.
- Agree to adhere to each of these additional requirements.
- Grant IADC permission to access your company's eLearning course for audit purposes.

Return the signed agreement to IADC at dit@iadc.org.

Signature of Responsible Corporate Official of Company:	*Date:*
Printed or Typed Name of Responsible Corporate Official:	
First (Given) Name	**Middle Name**	**Last (Family) Name**