Gateway® e-Learning Requirement Agreement

E-Learning is "a program wherein a student receives all or part of the required curriculum via a computer, workstation, or other means of electronic delivery." Examples of e-Learning delivery include computer-based technology (CBT), web-based technology, LAN-based system, or any other electronic means of delivery.

Gateway Training Programs/course may include a portion of the course curriculum delivered through e-Learning, but not 100% of course content. Limitations apply and are defined in the GTW-02 Introduction to Oil and Gas Curriculum. Please refer to Section 2.0

To qualify for e-Learning delivery, an accredited 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 Handbook of Accreditation.

Course Design/Software Requirements

- The following disclaimers shall be included in the e-Learning course or module:
  - "Disclaimer: This course (or module) is self-paced for the average person to complete in x hours" (fill in the appropriate number of course or module hours).
  - "This course (or module) complies with curriculum requirements of International Association of Drilling Contractors' *Gateway* accreditation program."
  - Knowledge checks (quizzes) with remediation are encouraged throughout the course to ensure acceptable learner comprehension (100%) within each module.
  - Each module must be completed before the learner can proceed to the next module and the final test.
  - Quiz questions shall be randomly selected from a pool of questions, and shall be representative of the course content.
- The ability to skip or fast-forward through the training is unacceptable. The "skip" option must be disabled.
- The software must record a "start time" and an "end time" or actual time spent in the course for each learner.
- Software must provide a secure login process (to include a unique password for each learner).
- For an e-Learning course, training records must be electronically reported to the accredited training company that provided access to the e-Learning course. Records must include the following: training completion record, quiz/testing records (if applicable), start and end time or time spent in training, completion date, course name, course revision number or date, and learner's identity.
- The e-Learning course or module must be designed to be compliant with an internationally recognized standard for e-Learning delivery such as SCORM, STD, etc.

Testing Requirements

To deliver e-Learning, the training provider must:

- Retrieve electronic training record and verify the learner's completion of course or module before permitting the learner to begin testing.
- Verify learner's identity at the start of final test.

Administrative Requirements

- The accredited training provider will provide, support, and facilitate the entire e-Learning course.
- The provider must have a course registration process, to include instructions for learner's log-in procedures.
- The accredited training provider must verify the learner's identity at time of enrolling learner for the course.
- All electronic training records must be retained and be available for auditing.
- Accredited training provider must provide technical support in the form of:
  - ° Live technical support (available during business hours)
  - ° Approved instructor/trainer available to answer questions, otherwise approved instructor's contact information provided, if not on site
  - ° List of Frequently Asked Questions available

Equipment and Facilities Requirements

- Accredited training provider shall provide sufficient equipment and facilities to safely and securely administer the e-Learning curriculum to identified and approved learners.
- An e-Learning course may be delivered electronically at any independent location or at a training provider's facility using the learner's equipment.

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