



# **WellCAP<sup>®</sup>**

## **IADC WELL CONTROL ACCREDITATION PROGRAM**

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### **BULLETIN 00-01**

August 2000

This bulletin is issued to all schools that are accredited or are now in the process of completing an Application for Accreditation.

#### **WELLCAP CERTIFICATE ISSUANCE PROCEDURES REVISION TO GUIDELINES**

Effective 1 September 2000, WellCAP certificate issuance procedures will be revised. The new procedures give schools a number of options they may use when issuing WellCAP certificates. These include purchasing certificates/cards from IADC, as in the past, or printing their own certificates in accordance with IADC guidelines. The revised guidelines are attached to this bulletin.

Schools wishing to print their own certificates should obtain the standard certificate template from IADC. So that distribution of the template can be limited to qualified schools, the template will not be available from the IADC web site and will be made available only on request.

The Handbook for Accreditation, Form WCT-1, is currently under revision and will be issued shortly. These guidelines will be incorporated into the revision.

For more information, contact IADC.

## **WELLCAP CERTIFICATE ISSUANCE PROCEDURES REVISION TO GUIDELINES**

Upon successful completion of an accredited course, the program will issue the student a WellCAP certificate and, optionally, a card of completion. *Only schools that have been awarded either full or provisional accreditation may issue these items.*

A school may choose from either (or both) of two options when issuing WellCAP certificates and cards:

- ◆ A school may purchase pre-numbered certificates/cards directly from IADC for either full or refresher courses. Refer to Form WCT-5 for current certificate fees. Certificates may be purchased in any quantity.
- ◆ A school may purchase unique certificate/card numbers from IADC and use these on certificates and/or cards produced by each school. Numbers may be purchased in any quantity. The certificates issued by the school can be printed using a template provided by IADC. Schools may not modify the template except to include their name and/or logo in the space provided.

Alternatively, a school may issue certificates/cards of its own design and manufacture with IADC-provided numbers, the following requirements must be met:

1. In addition to the required information listed above, the certificate should include the IADC logo and/or the IADC WellCAP logo. These items should be printed in color as shown on the IADC certificate template.
2. The words "WellCAP®" and "IADC Well Control Accreditation Program" should prominently appear on the certificate. If the ® is not used, the words "WellCAP is a registered trademark of IADC" should appear on the certificate.
3. The school should submit copies of its proposed design for the certificate and card to the WellCAP Review Panel for review and approval. The school should also include a description for its procedures to safeguard the integrity and security of its certificates/cards and the numbers issued to them by IADC.
4. If a school desires to issue certificates that vary from the certificate template, it must seek prior approval to do this from IADC. A sample design should be submitted to the WellCAP Panel for review. The school will be permitted to issue its own certificates only after receiving note of approval from IADC.
5. No prior approval is required for schools using the standard IADC certificate template.

Regardless of which option is used, WellCAP Certificates awarded to successful students must include the following information:

- A. Accredited School's Name
- B. WellCAP Program ID Number (Provided by IADC when accreditation is approved)
- C. Student's Full Name
- D. Student's Identification number (Social Security Number, Passport Number, National identification number, etc.)
- E. Course Level (Introductory, Fundamental or Supervisor)
- F. Stack Qualification (Surface or Surface & Subsea)
- G. Course name (Drilling, Workover/Completion, or other curriculum)
- H. Course Type (Full or Refresher)
- I. Completion Date
- J. Expiration Date (two years for full course, one year for refresher)
- K. Signature(s) of School Administrator and/or Instructor(s)
- L. Course location (City, State - if applicable, and Country)

When a certificate is issued, the school must report the above information to IADC so it can be tracked in a central database. IADC provides a standard log on which this information can be recorded, or the school may develop their own form for this purpose as long as all information above is included. This information may be provided in electronic format.

Failure to issue approved WellCAP certificates/cards, and failure to issue properly completed or numbered certificates/cards, will be grounds for disciplinary actions against an accredited institution.

These guidelines are effective 1 September 2000 and supercede the requirements of any earlier version of WCT-1, the *Handbook for Accreditation*. These guidelines will be incorporated into future revisions of WCT-1.