



# **WellCAP®**

## **IADC WELL CONTROL ACCREDITATION PROGRAM**

### **BULLETIN 03-04**

December 2003

---

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

---

#### **MISSED PORTIONS/AMENDED CURRICULUM POLICY CHANGE**

The IADC Well Control Committee has approved a WellCAP policy change that allows a student who has missed portions of a combination course to complete those missed portions at a later date. The student needs to attend only the curriculum option(s) that was partially or entirely missed in the original combination course. He will then receive a replacement certificate showing all portions from both the original and second course.

This policy will become effective on 1 January 2004. It will be instituted on a one-year trial basis and is to be reserved for use only in a situation involving an emergency or other unavoidable cause. The WellCAP Review Panel has the right to review this policy at any time, and to revoke it if it appears to be prone to abuse or excessive use. The following stipulations apply to this policy:

- The student must complete a “basic”, 20-hour minimum (or 15 hours for wireline), qualifying course.
- The student must schedule the second course with the same training provider as the original course.
- Missed portions must be completed within 90 days of the originally scheduled completion date.
- A certificate must be issued for the curriculum options of the original course that were completed by the student.
- The original course must have been accredited as a combination course with defined segments for each type of curriculum.
- The student must complete the entire course for the curriculum option missed, even if a portion of that course was attended at the original session.
- New certificate issued showing certifications attained and dated as for the original combination course completion date.
- If this provision is used, it must be promptly reported to IADC on Form WCT-22 (Attached).

#### **Example**

A student attending a 33-hour combination well servicing course (WL, CT and SN) successfully completed the wireline portion at the end of day two and then had to miss the remainder of class. He received a WellCAP wireline-only certificate. This amendment allows the student to attend the remaining CT and SN programs within the 90-day window. He will then receive a replacement certificate for all three curriculum options bearing the date of the original course.

This bulletin supercedes any version of WCT-1 dated prior to February 2003. For more information on WellCAP documents and procedures, contact IADC or consult the WellCAP web site at <http://wellcap.org>.

IADC Well Control Accreditation Program (WellCAP)

**MISSED PORTIONS/AMENDED CURRICULUM REPORT**

Form WCT-22

<b>Student Name</b>	
<b>Original IADC Certificate Number</b>	
<b>Date of Original Certificate</b>	
<b>Type of Course Taken</b> (Drilling, Workover & Completion, Wireline, Coiled Tubing, Snubbing or combination thereof)	
<b>Portions Completed</b> List the areas of instruction for which the student received a course Certificate.	
<b>Portions Missed</b> List the areas of instruction of the original course that the student missed.	
<b>Reasons for Missed Portions</b> State the reason the student was not able to complete the above portions of the original course.	
<b>Type of 2<sup>nd</sup> Course Taken</b> (Drilling, Workover & Completion, Wireline, Coiled Tubing, Snubbing or combination thereof)	
<b>Portions Completed</b> List the areas of instruction for which the student received an amended Certificate.	
<b>Date of 2<sup>nd</sup> Course Completion</b>	
<b>Amended Certificate Number</b>	

Copies of this form can be found on the IADC website at <http://iadc.org/wellcap/index.html>.