



WellCAP[®]

IADC WELL CONTROL ACCREDITATION PROGRAM

BULLETIN 04-04

April 2004

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

WELLCAP NEW INSTRUCTOR FORM

IADC has released Form WCT-3I to facilitate the application, review and approval of new WellCAP instructors. A copy of the form is included with this bulletin. The form may also be found in the online WellCAP documents section of the IADC web site.

Accredited providers should use this form to document the qualifications of new instructors applying for WellCAP approval. Providers should note in the space provided if an applicant has been previously approved as a WellCAP instructor.

Providers submitting an initial application for accreditation should use the instructor qualifications section provided in Form WCT-3, the Application for Accreditation. WCT-3 has also been revised to document prior approval as a WellCAP instructor.

Providers should continue to submit a current resume or CV and other relevant documents to support an applicant's experience and qualifications.

Form WCT-3S has also been revised to reflect WellCAP's change of terminology from "provisional" accreditation to "conditional" accreditation.

This bulletin supercedes all versions of WCT-1 dated prior to April 2004. For more information, contact IADC.

WellCAP NEW INSTRUCTOR APPLICATION

Form WCT-3I

INSTRUCTIONS

Use this form to detail an instructor's credentials and qualifications. A complete résumé or curriculum vitae (CV) for each instructor should be attached. Complete a copy of this form for each instructor seeking approval to provide WellCAP instruction.

SECTION A – PERSONAL INFORMATION

Full legal name:

Employer:

Employed since:

Citizenship:

Permanent residence (country):

What level(s) and options will this instructor teach? Check all that apply

- Introductory Fundamental Supervisory
 Drilling Workover-completion
 Surface stack Subsea stack Combined Drilling/WO Wireline operations
 Underbalanced drilling Snubbing Coiled tubing

SECTION B – EXPERIENCE AND QUALIFICATIONS

Check at least two of the following to establish this instructor's credentials

- Valid supervisory-level well control certificate from an industry-recognized training school (Complete section C)
 Evidence of presentation skills or relevant teaching experience (Complete section D)
 Evidence of relevant operational experience or technical skills (Complete section E)

SECTION C – VALID SUPERVISORY WELL CONTROL CERTIFICATE

Provide information below and attach copy of certificate (provider must be other than that submitting application)

| | | |
|------------------|--------------------|-----------------|
| Name of provider | Date of completion | Expiration Date |
|------------------|--------------------|-----------------|

SECTION D – PRESENTATION SKILLS AND TEACHING EXPERIENCE

Experience listed below should be detailed in attached résumé or CV

| Job Title or description of experience | Start Date | End Date |
|--|------------|----------|
| | | |

SECTION E – OPERATIONAL EXPERIENCE OR TECHNICAL SKILLS

Experience listed below should be detailed in attached résumé or CV

| Job Title or description of experience | Start Date | End Date |
|--|------------|----------|
| | | |

SECTION F – PRIOR WELLCAP APPROVAL

Has the individual been previously approved as a WellCAP instructor? Yes No

If yes, name of school & date:

Level/Types of courses: