WellCAP®

IADC WELL CONTROL ACCREDITATION PROGRAM

BULLETIN 05-02
April 2005

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

WELLCAP NEW COURSE FORM

IADC has released Form WCT-3C to facilitate the application, review and approval of additional types and levels of courses by WellCAP providers. 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 at www.iadc.org in both PDF and Microsoft Word formats.

Accredited providers should use this form to document levels and types of courses not previously approved by the WellCAP Review Panel.

In addition to the information requested in the boxes on the form, providers should also include those items identified in Section G, which are:

- Detailed course outline.
- At least one example test that is used in the course.
- All manuals, handouts, or other student materials used with the course.
- Completed WellCAP *Cross-reference Tool* for appropriate course type.

This bulletin supersedes all versions of WCT-1 dated prior to April 2005. For more information, contact IADC.

WellCAP® New Course Submission Form
Form WCT-3C

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INSTRUCTIONS

This form is to be used by Accredited WellCAP Providers when seeking approval of a new type of course or a course at a different level than previous approved. This page should be completed and submitted to IADC with the items identified in Section G below. Additional courses and levels may be submitted at any time, at no additional cost, for approval by the Review Panel.

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SECTION A – COURSE LEVEL AND OPTIONS
Check all that apply for the course summarized on this sheet.

Course type

❑ Drilling ❑ Workover/Completion ❑ Combined drilling & WO
❑ Wireline operations   ❑ Coiled tubing   ❑ Snubbing
❑ Underbalanced drilling

Course level

Select only one for this course   ❑ Introductory   ❑ Fundamental   ❑ Supervisory

Options   ❑ Surface stack only   ❑ Combined surface and subsea stack

SECTION B – COURSE DURATION
Indicate scheduled amount of time in hours and minutes. (NOTE: refer to the *Handbook for Accreditation*, WCT-1, for required minimum duration times.)

Total length of course (including testing): _____ hrs _____ mins   Maximum time per day _____ hrs ___ mins

SECTION C – COURSE IDENTIFICATION
List name(s) and number(s) used to identify this course

Course   name(s):

Course number(s):

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SECTION D – COURSE LANGUAGE
Primary language in which this course will be taught.

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SECTION E – CLASS SIZE
Maximum class size for which course is designed *(NOTE: refer to WCT-1)*

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SECTION F – COURSE COMPOSITION
List approximate percentage of time that each of the following components will be used in this course. List percentages, not times. Ranges are acceptable.

Lecture-discussion-demonstration _____%   Hands-on activities and simulation _____%

Audiovisual (slides, film, video, etc.) _____%

List AV titles _____ _____

SECTION G – REQUIRED ATTACHMENTS AND INCLUSIONS
- Detailed course outline.
- At least one example test that is used in this course.
- All manuals, handouts, or other student materials used with this course.
- Completed WellCAP® *Cross-reference Tool* for appropriate course type.

Failure to include the material listed above will delay processing of this application.