



**IADC**  
**DIT**

## **APPLICATION FOR ACCREDITATION**

### **DRILLING INDUSTRY TRAINING**

**Part 1: Business Information**

**Part 2: Course Description**

**Part 3: Accreditation and Audit Policy Agreement**

### **PURPOSE**

This form is to be used by an applicant company who is seeking accreditation through IADC Drilling Industry Training Accreditation Program. Accreditation may be requested for a custom-designed course or for a standard course designed by IADC and not accredited under other IADC accreditation programs. The applicant using an IADC standard course must adhere to all requirements for that standard course as specified in applicable course guidance documents.

This form must be used to provide applicant company information and to describe the structure, format, and administration of the course for which Accreditation is sought. **One DIT-03 Application for Accreditation Form must be submitted for each course to be considered for accreditation.**

Please follow the instructions provided for each section. All responses (except signatures) should be printed or typed. **All items in this document must be completed unless indicated otherwise.** Applicants seeking accreditation for one of the IADC standard courses will be required to supply only additional information not already defined in the official course description. Shortcut application instructions have been provided for applicants using one of the IADC standard courses.

When returning this document to IADC, please be sure that all supporting documentation is included with your electronic file via PDF or Word format. If paper documents are being submitted, please securely affix supporting documentation to the application.

For the most expedient results, this form and attached materials should be submitted in English. IADC will accept submissions in other languages, but processing of the application may be delayed by translation.

## PART 1 – BUSINESS INFORMATION

Accreditable Unit (name of business or institution):

Provider DIT #

Parent Organization (if different from accreditable unit):

Street Address(for location of program's administrative office):

City:

State:

Zip or Postal Code:

Country:

Primary Contact Information:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

Administrative Contact Information:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

Do You Have A Website Address?  No  Yes, Web address is:

### Type of Organization:

- Drilling Contractor In-House Program
- Ancillary Service Contractor In-House Program
- Operator/Producer Company In-House Program
- Commercial Training Organization
- University Affiliated \_\_\_\_\_
- Nonprofit Training Organization
- Other \_\_\_\_\_

### Type of Accreditation:

- New Accreditation
- Existing Accreditation
  - Add a Course
  - Renew
  - Modification

Does your company or organization currently hold IADC DIT Accreditation for another course?

- No  Yes, number of courses:

**Location Information:** Any other locations in addition to Provider's main address where courses will be taught.

Please list all course location(s):

Is your school a travelling school?  Yes  No

## PART 2 – COURSE INFORMATION

**Instructions:** Part 2 must be filled out completely.

### 2.1 COURSE FORMAT

- Instructor-led classroom or laboratory/workshop course
- Web-based or other distance learning product
- Computer-based training

### 2.2 COURSE TITLE

### 2.3 COURSE DESCRIPTION

 Each question below should be answered in a **brief** statement.

A) Briefly describe course content/subject matter. Do not paste course outline here.

B) What language(s) will the course be delivered in?

C) What employee(s) or position(s) does the course target?

D) Level of proficiency (i.e., introductory, fundamental, advanced, etc.)?  
If course is more than basic, include prior **training and experience required** to attend the course.

E) Maximum class size? Minimum class size?

F) Total number of students trained in the previous calendar year? (For all DIT accredited courses)

G) Total number of students forecasted for training in the current calendar year and the next year? (For this course)

**2.4 COURSE OBJECTIVES** *List the course objectives.*

At the end of the course the participant must be able to demonstrate understanding of the content. In particular, they should be able to:

**2.5 LEARNING ENVIRONMENT** *Specify where instruction takes place, (i.e. Classroom, distance learning, on-the-job training, laboratory, etc.).*

Course Location:  On-site (if same as creditable unit)  Other (please specify):

Learning Environment Description: *(Briefly describe the learning environment and facilities available to support the instruction, i.e. environmental controls, break and restroom areas, writing materials, books, etc.).*

**2.6 HOW INSTRUCTED** *List instructional methods, (i.e. lecture, reading, audio/visual, demonstration, guided observations, question and answer period, discussions, multimedia CBT, on-the-job training, etc.).*

**2.7 DURATION OF COURSE** Give course duration in hours, days, weeks, months (i.e. 3 months, 6 weeks, 5 days, 8.0 hours, etc.). Include the **maximum hours per day**.

**2.8 SYLLABUS** Provide course syllabus. If you do not have a syllabus, please provide a detailed outline of the course. The attachment must be provided on a separate page.

Syllabus/Outline Attached

**2.9 STUDENT ASSESSMENT** List methods to be used to assess a participant's knowledge, skills or abilities gained from the course. Indicate how assessment will be documented. (If testing is listed, please **indicate the minimum passing grade**).

**2.10 INSTRUCTION MATERIALS** In the space provided below, provide a brief description of any instructional materials used as a part of the course (handouts, textbooks, audiovisual aids, etc).

**Provide the requested information for each item.**

**TITLE OR DESCRIPTION:** List the title of the DVD, booklet or other material. If the item has no formal title, provide a short description of the content.

**TYPE:** List the media format that applies to the item (i.e., DVD, PowerPoint Presentation, handbook, manual, etc.).

**SOURCE:** Identify the producer, publisher, developer or other source from which the item was obtained. Materials developed in-house should be identified as such.

Title or Description	Type	Source

## 2.11 INSTRUCTOR AND FACILITATOR INFORMATION

### INSTRUCTORS:

Is any part of the course lead by an instructor?

Yes  No

Is an Instructor's Manual available?

Yes  No

**QUALIFICATIONS:** Give a brief overview of **minimum qualifications** for an Instructor (i.e. educational background, instructional experience, on-the-job-training, subject matter expertise, industry).  
DO NOT ATTACH RESUME OR CV.

### FACILITATORS:

Is any part of the course lead by a Facilitator?

Yes  No

Are Facilitator Guidelines available?

Yes  No

**QUALIFICATIONS:** Give a brief overview of **minimum qualifications** for a Facilitator (i.e. educational background, instructional experience, on-the-job-training, subject matter expertise).  
DO NOT ATTACH RESUME OR CV.

If no Instructor or Facilitator is used, please explain:

## 2.12 PROGRAM ADMINISTRATION

Briefly describe administrative procedures in place:

**2.13 RECORDS AND SECURITY**

A) What are the security measures in place to identify the test takers, ensure confidentiality, and ensure tests are not copied or disbursed?

B) List key records maintained:

C) Where are the trainee course records maintained, and what is the retention period of the records?

**2.14 CERTIFICATES OF COMPLETION**

A) List position title of person who is responsible for issuing the certificates of completion?

B) Briefly describe the process for issuing certificates on completion?

**2.15 ASSESSMENT REQUIREMENTS**

A) What is the policy regarding missing or failed tests?

B) What are the policies regarding possible retesting?

C) What are the policies for course attendance and missed classes?

**2.16 QUALITY ASSURANCE**

A) Briefly describe process in place for monitoring and assuring course adherence to accreditation requirements:

B) What is the process for receiving student feedback or complaints?

C) How are the course instructors evaluated?

D) What is the policy for revising the content of the course?



## **PART 3 – ACCREDITATION AND AUDIT POLICY AGREEMENT**

Contingent on receipt of accreditation by the International Association of Drilling Contractors ("IADC"), the Program submitting this application ("Program"), through the undersigned, as authorized representative of the Program, hereby agrees to the following conditions:

### **1. PROGRAM'S ACCREDITATION DUTIES**

The Program voluntarily agrees to accept IADC's accreditation standards and to submit necessary information for participation as an accredited program in accordance with procedures set forth in the Overview and Accreditation Procedures (Form DIT-01). Failure to submit necessary supporting information and to abide by accreditation standards shall be due cause for revoking this agreement and any accreditation which has been granted to the Program.

### **2. ACCREDITATION DETERMINATION**

The Program shall be deemed "accredited" when the Accreditation Panel (Panel) has determined that the applicant meets Program standards and has issued a formal certificate to applicant enabling applicant to publicly stipulate the Program's compliance with accreditation procedures and standards. Program may publicly display said certificate only during such period as the Program is in compliance with the accreditation procedures and standards. Program shall not display the certificate when the necessary Panel's finding of compliance has been withheld or withdrawn. Subject to the right of due process appeal defined in the Accreditation Procedures, Program shall abide by the decision of the Panel as to the compliance or noncompliance of Program with applicable accreditation standards. Program shall not permit the display or use of the certificate other than as permitted by the Panel and the terms of this agreement and the Accreditation Procedures. Use of the certificate in contravention of this agreement will be due cause for IADC to revoke this Agreement and to issue a public announcement to this effect in accordance with the provisions of the Overview and Accreditation Procedures.

### **3. DIRECTORY OF ACCREDITED PROGRAMS**

IADC shall prepare and publish periodically, as it deems appropriate, a Directory of Accredited Programs containing a list of all, which are accredited at the time of each publication. IADC shall publish periodic bulletins to include any additions to or deletions from the Directory.

### **4. PROGRAM ACCREDITATION PROCEDURES**

Both IADC and the Program shall follow and be controlled by the procedures and rules regarding the formulation of standards, reporting of information, complaints, representation of program status, display of formal certificates of participation in the Program, and due process appeals from decisions of the Panel and other matters to which this Agreement refers, as set forth in the Accreditation Procedures developed and periodically reviewed and updated by IADC.

### **5. PROGRAM'S GOOD FAITH COMPLIANCE**

Program shall use all practical means at its disposal continuously to assure that the services it provides fully comply with the applicable accreditation standards at all times.

### **6. RIGHT TO AUDIT**

When a site visit to audit a Program is required, requested, or otherwise deemed necessary or desirable by IADC, the IADC notifies the Program of the approximate dates of a site visit. If a site visit is declined and cannot be rescheduled to the mutual agreement of the Panel, IADC Staff and the Program, the school will be placed on probation, notwithstanding the provisions of appeal in the Accreditation Procedures. Upon scheduling a site visit, the IADC selects, from a list of names it has approved, the Site Visitor(s). Detailed arrangements for the visit are made through direct contact between the Program and the Site Visitor(s).

**7. CHARGES OF PROGRAM NONCOMPLIANCE**

Program agrees that if a claim of noncompliance with Accreditation Procedures or standards is filed against Program, it will promptly comply with any requests of the Panel for necessary information. Program agrees to reimburse IADC for any expenses related thereto, unless the claim was filed by another Program and is found to be without merit, in which case the charging Program shall reimburse IADC for said expenses. Program agrees to reimburse IADC for expenses incurred in connection with a merit less charge that it files.

**8. ACCREDITATION STATUS REPRESENTATION**

When reference is made to Program accreditation at any time, only the following shall be referred to or used: 1) the term "IADC Accreditation Pending," which may be used by a Program that has made application for accreditation, until that time it is notified of the Panel's decision regarding accreditation; 2) the term "IADC Accredited" which may be used by Program that has been notified that it has received either conditional or full accreditation; 3) an official certificate or stamp issued by IADC, provided such certificate or stamp shall be printed in full, without alteration of any kind; or 4) a logo and trademark owned by IADC and whose nonexclusive use by Program is hereby licensed to Program upon official notification that it has received full accreditation. IADC shall have the right to notify Program of any material used or issued by Program that IADC considers to be misleading to the public in regard to any reference to IADC or to Program's accreditation, and Program agrees on receipt of notice from IADC to terminate use of such materials and take such other steps as IADC may deem appropriate in the public interest.

**9. INDEMNIFICATION AND HOLD HARMLESS**

Program agrees to indemnify and hold harmless IADC, the Panel and their directors, officers, members, employees and agents from and against any and all liability, loss, damages, costs, or expenses, including reasonable attorney's fees, which they may incur, suffer, or be required to pay by reason of, or in consequence of, Program's actions, or breach of this Agreement or any acts or omissions of IADC or the Panel in respect to the right granted hereunder to obtain and to represent accreditation status or to display formal accreditation certificates, or that may be sustained or incurred in making any investigation on account of any claim, loss, cost, damage, or expense, or in defending or prosecuting any action, suit, or other proceeding that may be brought in connection therewith, or in enforcing any of the obligations herein contained, or in obtaining a release from liability in connections therewith.

**10. DURATION AND TERMINATION OF AGREEMENT**

Program agrees that IADC may, on ten days written notice to Program, terminate this Agreement for any of the causes set forth in this Agreement and in accordance with the due process stated in the Accreditation Procedures.

**The applicant certifies that the information contained herein is accurate and releases the officers and agents of IADC from liability as a consequence of this accreditation application and/or site visits of the program.**

Authorized Signature:	Date:
Printed Name:	Title: