



WellCAP Instructor Qualifications

1.0 Initial Instructor Approval Requirements

The following requirements apply to all applicants for WellCAP instructor for all courses at the Fundamental and Supervisory levels. These requirements are not applicable to introductory well control training.

All applicants must have:

- 1.1 A current Well Control certificate from an outside provider that is an IADC recognized school as defined by the Well Control Committee. The certificate must be for a course, stack or course level that is equal to or greater than the qualification being requested.

Documentation must be provided that indicates that the applicant obtained an 85% or higher score on the written test and passed the simulator exam.

- 1.2 Delivered a minimum of 60 hours of well control lecture, at the highest level for which the applicant is requesting approval.

This lecture time must have been monitored by any WellCAP approved instructor. The 60 hours must be obtained in the previous 12 months before submittal of instructor application.

- 1.3. Provided 20 hours of well control simulator instruction at the highest level for which the applicant is requesting approval.

This instruction time must have been monitored by any WellCAP approved instructor. (Applicable to Drilling, Workover/Completion and Snubbing courses only. Coil tubing and wireline courses do not require simulation; therefore this requirement is not applicable for those courses.)

Plus the applicant must meet **one of** the following:

- 1.4 Minimum of a Bachelors Degree or equivalent degree – with at least 6 months drilling or production experience.

- 1.5 Minimum of 2 years field experience as a Service Company Supervisor, Driller or higher.
- 1.6 Minimum of 2 years as a certified instructor – certifying credentials must be supplied as evidence.
- 1.7 Professional certification as a Teacher with minimum of 2 years classroom experience. Certifying credential(s) must be supplied as evidence.

Criteria 2 and 3 should be documented with the WellCAP Instructor Evaluation Form. (See sample sign off form.) Evidence of satisfying Criterion 4, 5, 6, or 7 must be submitted with the application.

For first time WellCAP Program applicants, conditional approval may be granted pending site visit. The conditional approval period would provide the applicant's instructors time to meet Criterion 2 and 3 if they are not already fully compliant with these criteria prior to the pending site visit.

If the applicant has previously held Approved WellCAP Instructor status, different requirements apply. See Section 4.0 for details.

2.0 Upgrading Approved Instructor Status

An approved Instructor seeking to upgrade his/her qualification from the original approval level to a new level must demonstrate the necessary technical skills for the new level of approval.

Example: upgrading from Fundamental to Supervisor, upgrading from Surface Stack to Subsea Stack, upgrading from Drilling Only to Drilling Workover/Completion, etc.

All applicants must have:

- 2.1 A current Well Control certificate from an outside provider that is an IADC recognized school as defined by the Well Control Committee. The certificate must be for a course, stack or course level that is equal to or greater than the qualification being requested.

Documentation must be provided that indicates that the applicant obtained an 85% or higher score on the written test and passed the simulator exam.

- 2.2 Delivered a minimum of 24 hours of Well Control lecture at the highest level or subject for which the applicant is requesting upgrade approval.

This lecture time must have been monitored by any WellCAP approved instructor.

3.0 Maintaining Approved Instructor Status

Currently approved instructors must meet the maintenance criteria described below within 2 years +/- 90 days of acceptance of this document to maintain their approved status with WellCAP. Maintaining approved instructor status will require renewal every 2 years. **Failure to meet these requirements will require the instructor to resubmit for IADC WellCAP approval under the requirements specified in Section 4.0.**

To maintain approved status, the instructor must meet any 2 of the following:

- 3.1 Document a minimum of 160 hours of Well Control lecture in the period prior to renewal.

Documentation may be provided by IADC class roster sheet.

- 3.2 Attend a minimum of 40 classroom hours of a continuing education course in the period prior to renewal, to enhance technical or instructional skills.

Documentation of completion must be provided. (To insure that the course will meet the expectations of the WellCAP Review Panel, it is recommended that you submit the course curriculum for review before attending the course.)

Example: Attending Well Control conferences, professional development conferences, and WellCAP Roundtables are acceptable.

- 3.3 Author and submit one original well control related paper/ case history for review by the WellCAP Roundtable or WellCAP Review Panel.

- 3.4 Author a paper for publication and/or present a paper at a Professional Conference.

Example: IADC, SPE, AADE, ASTD, etc. (Documented evidence required.)

- 3.5 Maintain a current Well Control certificate from an outside provider that is an IADC recognized school as defined by the Well Control Committee. The certificate must be for a course, stack or course level that is equal to or greater than the qualification currently held.

Documentation must be provided that indicates the applicant obtained an 85% or higher score on the written test and passed the simulator exam.

4.0 Reinstating Previously Approved WellCAP Instructors

For a previously approved as a WellCAP Instructor who has not maintained approved status, all of the following qualifications must be met to achieve reinstatement as an Approved WellCAP Instructor.

- 4.1 A current Well Control certificate from an outside provider that is an IADC recognized school as defined by the Well Control Committee. The certificate must be for a course, stack or course level that is equal to or greater than the qualification being requested.

Documentation must be provided that indicates that the applicant obtained an 85% or higher score on the written test and passed the simulator exam.

- 4.2 Delivered a minimum of 24 hours of well control lecture at the highest level for which the applicant is requesting approval.

This lecture time must have been monitored by any WellCAP approved instructor. 24 hours must be obtained in the previous 12 months before submittal of instructor application.

- 4.3 Provided 4 hours of well control simulator instruction time that has been monitored by any WellCAP approved instructor.

(Applicable to Drilling, Workover/Completion and Snubbing courses only. Coil tubing and wireline courses do not require simulation; therefore this requirement is not applicable for those courses.)