



WellCAP®

IADC WELL CONTROL ACCREDITATION PROGRAM

BULLETIN 09-01

January 2009

This bulletin is issued to all training providers that are accredited or are now in the process of completing an application for WellCAP accreditation.

APPROVED WellCAP INSTRUCTOR QUALIFICATIONS

The IADC Well Control Committee has approved changes to the WellCAP instructor qualifications requirements. These changes are applicable to all WellCAP Accreditation programs and all training providers currently accredited or seeking accreditation.

Effective Dates

The new requirements will be phased in over the next two years, with effective dates as specified in the table below.

<i>If you are...</i>	<i>And you are requesting...</i>	<i>New requirements will be effective...</i>
First time instructor applicant	Approval to teach for a new or currently accredited training provider	June 30, 2009
Currently approved instructor	Approval for a new course	June 30, 2009
	Maintenance approval	June 30, 2011*
Previously approved instructor	Instructor reinstatement	June 30, 2009

* Approved instructors seeking to maintain approval are encouraged to submit approval maintenance documents earlier than this date to avoid expiration of approval.

Instructor Qualifications Requirements

Instructor Qualifications Requirements have been defined for all new instructor applicants, currently approved instructors seeking to add a new course to their qualifications, and reinstatement of a previously approved instructor whose approval has lapsed. In addition, requirements have been added for maintenance of instructor approval status. The requirements for each of these categories are defined below.

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 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 1.2 and 1.3 should be documented with the WellCAP Instructor Evaluation Form. **(The form will be available on the IADC website: <http://www.iadc.org/committees/wellcontrol/index.html> after 30 June 2009.)** Evidence of satisfying Criterion 1.4, 1.5, 1.6, or 1.7 must be submitted with the application.

For first time WellCAP Program applicants, conditional approval may be granted pending a site visit. The conditional approval period would provide the applicant's instructors time to meet Criteria 1.2 and 1.3 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 or her qualifications 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 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 and documented with the WellCAP Instructor Evaluation Form.

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 Deliver 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 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 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 and documented with the WellCAP Instructor Evaluation Form. 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.)

Documenting and Reporting Qualifications

Forms for documenting evidence of satisfying the requirements (as specified above) will be available no later than 30 March 2009 through IADC website: <http://www.iadc.org/committees/wellcontrol/index.html>. Directions for submitting evidence of qualifications will be provided on the forms.

Further guidance on these requirements will be provided by the Well Control Committee as needed. Look for information to be posted on the Committee's web page.

This bulletin supersedes all versions of WCT-1 dated prior to January 2009. For more information, contact IADC.

For more information on WellCAP program requirements and procedures, contact IADC or consult the WellCAP website at <http://www.iadc.org/wellcap.htm>