

**WellCAP® New Course Submission Form**  
Form WCT-3C

**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.

**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): \_\_\_\_\_

**SECTION D – COURSE LANGUAGE**

Primary language in which this course will be taught.

\_\_\_\_\_  
Translation of existing course:    Yes    No

**SECTION E – CLASS SIZE**

Maximum class size for which course is designed (NOTE: refer to WCT-1)

**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.)