# *WellCAP* Accreditation Process

## APPLICATION FOR ACCREDITATION

Training Provider submits details on curriculum, equipment, instructors, and procedures to IADC. IADC staff performs initial screening for completion of required documents and payment of fees.

## TECHNICAL REVIEW

Application is assigned to qualified primary Technical Reviewer. Reviewer gauges application materials, course manual(s), tests, and other related materials against WellCAP requirements for specific type and level of instruction. Reviewer may require additional material or seek clarification from Provider prior to making recommendation for approval.

## REVIEW PANEL INITIAL REVIEW

Primary Technical Reviewer's report is submitted to WellCAP Review Panel. In the case of a satisfactory review, Panel may award Conditional Accreditation. In some cases, for new operations or special types of instruction, Panel may opt to conduct a site visit before awarding Conditional Accreditation.

## SITE VISIT?

A site visit is required for Full Accreditation. IADC Staff will arrange for a qualified Site Visitor to visit Provider's facility. Site visit may also be conducted at a third-party facility in the case of a specialized type of instruction offered by the Provider.

## CONDITIONAL ACCREDITATION

Generally a temporary phase where Provider is considered to be accredited and may issue WellCAP cards and certificates. However, Provider will not attain Full Accreditation until site visit or any additional conditions that may have been identified have been satisfied.

## SITE VISIT CONDUCTED

Site Visitor(s) verifies items on the schools submission, observes instruction and testing when possible, and examines overall adherence to requirements and procedures. Visitor sends completed Site Visit Report to IADC Staff. Staff forwards Visitors report and recommendations to the Review Panel.

## CORRECTIVE ACTION

Used when non-conformities are noted through a site visit or through other means. Program is requested to identify cause and extent of non-conformities and provide response to IADC. IADC to verify actions noted in response through documentation provided or through subsequent site visits.

## REVIEW PANEL FINAL REVIEW

WellCAP Review Panel reviews Site Visit Report, Visitor's recommendations and other relevant response or information submitted by Provider. They may request IADC obtain additional clarification on any items observed during the site visit before rendering a decision.

## FULL ACCREDITATION

Valid for 7 years, subject to annual renewal, reporting, and periodic site visits.

## ACCREDITATION DENIED OR REVOKED

May appeal to Appeals Panel. May also submit revised application.