



# WellCAP<sup>®</sup> PLUS

## PROGRAM SUBMISSION

Form WCP-04

For more information, see WellCAP Plus Accreditation Procedures, WCP-01.

Name of Accreditable Program
WellCAP Plus Program Number (issued by IADC after submission of WCP-03)

**Please read the following carefully. If the following elements are not included and clearly identified in your submission package, processing of your application will be delayed.**

Once your program has been issued a WellCAP Plus Program Number (to be given above), you may submit a WellCAP Plus Program Submission. Your submission must include this form as well as the following:

- A. Copy of entrance written examination.
- B. List of certified Facilitator/Instructors to be utilized by this program. Please use the section below.
- C. Course or workshop generalized agenda that describes how the applicant plans to handle pre-qualification requirements.
- D. One complete Exercise (to be developed by the applicant and separate from that included in the submittal package) with at least two Decision Points must be submitted. (Decision Points being defined must be clearly within the definition of the Problem Solving Template.)

**Note:** A minimum of one Exercise **must** be developed by the submitting institution and presented as part of the submittal. This Exercise will become available to other WellCAP Plus providers through a central IADC library once approved. For course use, two Exercises can be chosen from the IADC Database and can be selected from a list supplied. Should an applicant choose to develop the three Exercises in full, two Exercises can be designated as proprietary by the applicant and they will be returned to the applicant once reviewed and approved for use (*i.e.*, they will not be added to IADC library). In the event an applicant submits for program approval and a sufficient number of Exercises of like type for the program are not contained within the library, the applicant will be required to develop Exercises up to the minimum three required for the course.

- E. Defined Course & Performance objectives.
- F. Complete definition for all scripts, props, delivery methods, materials, handouts, etc. as specified within the Facilitators Guide and Exercise template.
- G. If your program intends to produce its own certificates (using certificate numbers obtained from IADC), the certificate design must be submitted for prior approval.

**LISTING OF CERTIFIED FACILITATORS**

List names of Certified WellCAP Plus Facilitators to be utilized in this program. Please include date of Certification (as shown on certificate) and provider.

Name	Date Certified	Provider Name

The Applicant certifies that this information 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.

\_\_\_\_\_  
Printed Name of Program Official

\_\_\_\_\_  
Signature Date

IADC USE ONLY	
Date Received	Date Submitted for Panel Review