



BULLETIN WSP 15-05

This bulletin is issued to all companies that are WellSharp-accredited or are now in the process of transferring their existing WellCAP accreditation to the WellSharp program.

New WellSharp Requirements and Procedures

This Bulletin announces deadlines for transition to WellSharp, specifies new WellSharp program requirements and procedures, provides clarification of existing requirements, and introduces new features or revisions to existing forms, documents, or processes. Each is described below.

Deadlines for Transition to WellSharp

All WellCAP-accredited training providers must meet the following deadlines in converting their well control courses for drilling operations personnel from WellCAP to WellSharp:

- ✓ 04 January 2016 – Return the Bulletin WSP 15-05 Acknowledgement Form to confirm your receipt of this Bulletin.
- ✓ 31 December 2015 – Cease delivery of WellCAP well control courses for drilling operations personnel; delivery of WellCAP well servicing courses may continue.
- ✓ 1 January 2016 – IADC will close any WellCAP accreditation for training providers delivering drilling operations well control courses if the training provider's transition to WellSharp is not complete.
- ✓ 11 April 2016 – All WellSharp Knowledge Assessments must be electronically delivered. (The only exception is for cases where the WellSharp assessment is not yet translated into the language of the course. See the next section for details.)

New Requirements or Procedures

- **REQUIREMENT: eLearning Delivery Agreement**—All currently accredited training providers or those seeking accreditation for eLearning-delivered Awareness and Introductory level WellSharp courses must complete and return the attached eLearning Requirement Agreement Form (WSP-01E). This form will serve as the provider's acknowledgement of eLearning requirements and the company's alignment to those requirements. Providers currently delivering a course using 100% eLearning delivery will undergo eLearning requirements verification by IADC during the first quarter of 2016.
- **PROCEDURE: WellSharp Test Question Appeals Process**—A process has been put in place by which a trainee may appeal his or her test grade if the validity of a test question is uncertain and missing the question contributed to the trainee's failure of the exam. A 3-member Test Question Appeals Panel has been established to review the question challenged. A majority vote of the Panel is required to overturn a test question and alter a trainee's final exam score accordingly. See the attached document outlining the appeals process, as well as the form for submitting an appeal (WSP-14A).
- **PROCEDURE: WellSharp Test Question Review**—A process has been put in place by which a WellCAP or WellSharp instructor may ask for the review of a test question when the validity of a test question is uncertain. A Test Question Review Team will periodically review questions submitted and then edit questions as needed. Use the attached form (WSP-14TQR) for submitting a test question for review.
- **PROCEDURE: Test-out Procedures**—Specific procedures have been established for confirming a student's eligibility for testing out of the Introductory-level WellSharp course in order to qualify for enrollment

in the Driller course. Evidence of experience is required. See the attached policy and procedures for this option.

- **PROCEDURE: Guidelines for Course Prerequisites**—Specific guidelines have been developed to aid WellSharp training providers in the process of verifying a trainee's eligibility for a course that has specific prerequisites that must be satisfied. See the attached Guidelines document for details.
- **REQUIREMENT: Offline Delivery of the WellSharp Knowledge Assessment**—When online delivery of the WellSharp Knowledge Assessment is not available, the assessment should be delivered by the new IADC ROADe System, which provides a remote offline delivery option. Training providers who may encounter loss of internet access must order the ROADe System by 01 March 2016 to be fully prepared to deliver the assessment electronically by the requirement deadline 11 April 2016.

Details of the WellSharp ROADe System are available at the following website links:

- For System details, go to: <http://www.iadc.org/acd-products-services/>.
- To place an order, obtain a copy of the order form at: <http://www.iadc.org/acd-products-quotation-order-form/>.

WSP-06 Schedule of Fees has been revised to include pricing information on the WellSharp ROADe System.

Clarification of Existing Requirements

- **WellSharp Knowledge Assessment Administrative Procedures**
 - All trainees in a WellSharp course, if taking the course for certification, must complete a WellSharp Knowledge Assessment for the course.
 - Cell phone use is not permitted during a WellSharp exam or the trainee's review of test questions. Trainees must have their cell phones turned off throughout the exam.
 - Training providers must provide a calculator for each trainee. A trainee's cell phone may not be used as a calculator.
 - Only training provider-issued computers may be used for the WellSharp Knowledge Assessments. A trainee's personal computer may not be used to take a WellSharp exam.
 - Use of IADC's WellSharp Acronyms and WellSharp Formula Sheets during testing is not required but is highly recommended and beneficial for trainees. The Formula Sheets contain rounding instructions that have been applied during the test questions' development. They also contain all the formulas required for the exams.
 - **A paper exam may not be administered as an alternative to the WellSharp Knowledge Assessment unless the WellSharp exam is not yet available in the language of the course. Permission to administer a paper exam must be obtained from IADC in advance of the exam. Paper Knowledge Assessments must be proctored.**

Paper assessments will cease once the exam is translated into the language of the course. Translation of test questions into Spanish and Portuguese is underway. The expected availability of the exam in these languages is first quarter 2016. The exam will be translated into other languages in 2016.

- **PROCEDURES: Issuance of Emergency Proctor Codes**—Emergency Proctor Codes may be issued when a proctor is not available at the time of the scheduled WellSharp Knowledge Assessment. These codes permit emergency launch of the WellSharp exam. Lloyd's Register is responsible for issuing these codes. To request an emergency code whenever a proctor does not arrive at the test site by the scheduled start of the exam, telephone Lloyd's Register at one of the phone numbers listed in the Training Provider's Proctor Manual and in the WellSharp Test Database under the Proctor Login window. When contacting Lloyd's, always leave a detailed message (if necessary) to ensure that they are aware of whom to contact and the reason for needing assistance.
- **PROCEDURE: Setting Up New Classes**—WellSharp classes must be entered into the WellSharp Database and changed from 'Draft' mode to 'Scheduled' mode a minimum of **5 working days before the date of the exam**. Training providers must provide Lloyds Register adequate time to schedule a proctor, otherwise availability of Emergency Proctor Codes are not guaranteed. Failure to move the class to the

“Scheduled” mode at least 5 working days before the exam may result in the training provider having to reschedule the exam.

○ **Handbook of Accreditation—Correction**

The WellSharp Handbook of Accreditation contains an error that will be corrected during the next publication of the Handbook. Supervisor Instructor Requirements for initial approval state, ‘Teach the equivalent of five (5) full Driller courses’. This is incorrect; the observed teaching hours should be equivalent to five (5) full Supervisor courses. The following screen capture shows the correction to be made in the Handbook.

Requirement 4: Observed Teaching for Supervisor-Level Instructors
1. Teach the equivalent of five (5) full <u>Driller-Supervisor</u> courses (classroom delivery, simulator/live well exercises, and assessments) supervised by a well control instructor approved by <i>WellSharp</i> for the <u>Driller or higher Supervisor</u> course. The approved <i>WellSharp</i> instructor and the trainee instructor must sign the assessment record and submit the records along with the other evidence. This must be completed within 24 months prior to applying for <i>WellSharp</i> approval.

- **Train-the-Trainer Requirement**—Instructors who need to satisfy the new WellSharp Train-the-Trainer requirement may take the WellCAP Plus Facilitator Certification Course as one of the means of satisfying this requirement. Facilitator Certification courses have been scheduled for 2016. To be eligible for this course, candidates must meet minimum requirements as outlined in WCT-01 WellCAP Handbook of Accreditation. The Facilitator Course Registration form is available on IADC’s WellSharp webpage. Contact WellSharp@iadc.org for more information on this course.
- **Proctor Fee Clarification**— Providers combining classes for administration of the WellSharp exam will be charged for two exams by Lloyd’s Register.

Effective Date

This program requirements are effective immediately unless otherwise stated above.

Response to This Bulletin

Each WellSharp-accredited training provider must not only implement the above new requirements, but also complete and return the attached Bulletin WSP 15-05 Acknowledgement Form no later than **04 January 2016**.

All Awareness and Introductory-level training providers who use eLearning delivery for these courses must complete and return the attached eLearning Requirements Agreement by **04 January 2016**.

These materials must be submitted to IADC at WellSharp@iadc.org no later than **04 January 2016**. **Please submit all required forms and documents electronically.**

For more information on these program revisions, contact Brenda Kelly, Senior Director – Program Development, at brenda.kelly@iadc.org.

Attachments

- Bulletin WSP 15-05 Acknowledgement Form
- eLearning Agreement Form
- WSP-14A Test Question Appeals Form
- WSP-14TQR Test Question Review Form
- Guidelines for Course Prerequisites document, which includes the Test-out Procedures
- WSP-06 Schedule of Fees

