

# **Confirming Trainees' Satisfy WellSharp Course Prerequisites**

## **WellSharp Course Prerequisite Policy Statement**

WellSharp is an industry-defined well control training and assessment standard, and as such, conformance is driven by the industry's participation, contractual requirement, and company-specific adoption, or willingness to conform to the standard as its driving force. Any power of enforcement enjoyed by IADC and its staff is afforded because of and through our members' participation in and support of the standard.

IADC expects individual trainees and their employers to conform to WellSharp course prerequisite requirements. Requirements were determined by the industry as a means of assuring that individuals receive role-specific training for their current position.

IADC and the WellSharp training providers it accredits cannot enforce conformance with these prerequisite requirements because companies ultimately decide to register their employees for the courses they believe are appropriate. Therefore, IADC will not hold accredited training providers responsible for enforcing course prerequisites. IADC does, however, expect accredited training providers to take certain steps to determine if a course prerequisite has been met and to communicate the importance for the prerequisite.

## **Explanation and Information**

Most WellSharp courses are designed to build upon the content of the preceding course. Trainees are expected to have completed all course prerequisites prior to enrolling in any WellSharp course.

The following procedural guidelines are provided to outline those steps IADC expects training providers to take when reviewing or verifying a trainee's prior well control training credentials and conformance with any course prerequisite. These guidelines are provided as minimum actions to which IADC will hold the training provider accountable. Each training provider may choose to add other steps and surpass these expectations.

### ***Who is expected to meet course prerequisites?***

WellSharp course prerequisites apply to Drilling Contractor personnel; operator, well servicing, and other rig personnel have differing requirements. The WellSharp prerequisite requirements that must be met before enrolling in the Driller or Supervisor courses are defined in WSP-01 Handbook of Accreditation, Section 2. 2.5.1.

### ***How may an individual satisfy the prerequisite for the Driller course?***

There are two optional pathways for satisfying the course prerequisite for the Driller course:

- Option 1. Provide evidence of previously taking and passing the IADC or other industry-recognized Introductory or higher level well control course.
- Option 2. Pass the WellSharp Introductory course “Test-Out” test.

Option 1 Guidelines: Upon trainee’s registering for the Driller course, the training provider shall ask for the trainee’s evidence of previously completing and passing an Introductory or higher-level well control course. A currently valid industry-recognized Certificate of Completion (e.g., WellSharp, WellCAP, IWCF, or Enform certificate), or an expired certificate that does not exceed 12 months expiration date. is sufficient evidence of having successfully completed a course.

The trainee may complete the required training at any time prior to the start of the Driller course for which the trainee is registering.

The trainee must provide to the training provider the Certificate of Completion for the prerequisite course. If the trainee does not have the required certificate in advance of the course, he or she must obtain one to provide at the time of test out. A replacement certificate can be obtained by the trainee through the following sources:

1. The IADC Certificates database to verify that training has been completed.
2. Training provider’s retained record of the trainee’s certificate.

The training provider shall retain a record of the evidence used to show the trainee satisfies the course prerequisite. If no such record exists, then Option 2 is required.

### Option 2 Guidelines: Test-Out Option

If an Introductory or higher-level course has not been completed, a Test-Out option is available to those trainees who qualify. Test outs can be taken at any training provider location accredited for Introductory level. To qualify for the Test-Out option, the trainee must have been employed in a rig-based position for at least 6 months. Evidence of employment shall be provided to the training provider before being allowed to test out.

The Test-Out option consists of taking the WellSharp Introductory course test at any time within the 45 days prior to the start of the Driller course.

When scheduling a trainee for the Test-Out test, the Training Administrator shall follow this procedure:

1. Add the trainee to an existing Introductory level course roster or create a new roster, if needed, in the WellSharp Database. Choose a course that has an Exam Date in which the candidate is available to take the test. As with any test, the training provider must have a test code available for the candidate's use.
2. To add the test out student to the class roster, Click the "Test-Out" button and insert student information. Do not use the "Add Trainee" button to add a test out student to a roster.

Upon passing the Introductory Test-Out test, the trainee will receive a Certificate of Assessment (rather than a Certificate of Completion) that is valid for 45 days. The trainee may now enroll in the Driller course.

If the trainee fails the Introductory Test-Out test, he or she is not eligible for the Driller course without completing the Introductory course in full and then passing the test. No retakes are authorized when the candidate is attempting to test out of the course.

### ***How may an individual satisfy the prerequisite for the Supervisor course?***

There is only one way to satisfy the course prerequisite for the Supervisor course. The trainee must provide evidence of previously taking and passing an industry-recognized Driller or higher level well control course. *A Test-Out option is not available at the Supervisor level.*

Guidelines: Upon a trainee's registering for the Supervisor course, the training provider shall ask for the trainee's evidence of previously completing and passing the Driller or higher level well control course. A currently valid industry-recognized Certificate of Completion (e.g., WellSharp, WellCAP, IWCF, or Enform certificate), or an expired certificate that does not exceed 12 months expiration date. is sufficient evidence of having successfully completed a course.

The trainee may complete the required training at any time prior to the start of the Supervisor course for which the trainee is registering.

The trainee must provide to the training provider the Certificate of Completion for the prerequisite Driller course. If the trainee does not have the required certificate in advance of the course, he or she must obtain one to provide before being enrolled in the Supervisor course. A replacement certificate can be obtained through the following sources:

1. The IADC Certificates database to verify that training has been completed
2. Training provider's retained record of the trainee's certificate

If the trainee has provided evidence of completing the Driller or higher level course, the trainee may enroll in the Supervisor course. The training provider shall retain a record of the evidence used to show the trainee satisfies the course prerequisite.

### **What should the training provider do when the trainee does not meet the course prerequisite?**

When it is determined that the trainee does not meet the course prerequisite requirement through the course-specific optional pathways given above but the trainee insists upon enrolling in the course, the training provider should take the following steps:

1. Inform the trainee that he or she does not meet the course prerequisite.
2. Give the trainee a copy of the **IADC WellSharp Course Prerequisites Policy Statement for Trainees** explaining IADC expectations for meeting course prerequisites.
3. Discuss with the trainee that the content of the IADC WellSharp prerequisite course is foundational to the topics included in the course for which the trainee requests enrollment. Many of the topics covered in the prerequisite course are not repeated in the higher level course.
4. Discuss with the trainee the fact that topics in each of course levels were determined by the industry as a means of assuring that individuals receive role-specific training for their current position and that the safety-critical aspects of each position are emphasized and assessed.
5. If the trainee insists upon enrolling in the higher-level course, the trainee may enroll, but the training provider must explain to the trainee that the instructor(s) will not alter the delivery of the higher-level course in any way to accommodate the trainee's lack of prior knowledge or ability to meet a particular learning objective. Also, the trainee should understand that his or her chance of success in the higher-level course is greatly diminished by having not previously completed the prerequisite course.
6. The training provider will retain documentation of the trainee's enrollment without meeting the course prerequisite.

The training provider may enroll the trainee in the higher level course but must retain documentation containing the following information about the trainee:

1. Trainee's name
2. Trainee's employer

## **IADC WellSharp Course Prerequisite Policy Statement for Trainees**

The IADC WellSharp Driller and Supervisor level courses build upon important foundational knowledge and skills acquired in the preceding WellSharp course(s). These courses are, therefore, prerequisite to enrolling in a higher level course.

All trainees enrolling in a Driller or Supervisor course are expected to successfully complete the prerequisite course(s) before advancing to the next higher level course. Evidence of doing so should be provided to the training provider at time of enrolling in the course.

### **Trainee's Acknowledgement of WellSharp Course Prerequisite Requirement**

By enrolling in the WellSharp \_\_\_\_\_ (course name),  
I, \_\_\_\_\_ (print trainee's name),  
acknowledge that my training provider informed me of IADC's course prerequisite requirement(s) for this course and gave me a printed copy of the IADC WellSharp Course Prerequisite Policy Statement for Trainees. I am aware of the potential consequences of taking this course without having first satisfied the course prerequisite. I am choosing to do so at my own risk.

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Trainee's Signature

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Date

***IADC WellSharp Training and Recertification Policy Statement:***

Initial training and recertification shall per in accordance with the positional-based training recommendations as documented in WSP-01 Handbook of Accreditation, Section 2 Requirements.

IADC recognizes that WellSharp is an industry defined and regulated training standard and as such IADC has only industry members' as its enforcement arm. Therefore IADC (the organization) and the training providers accredited and authorized to deliver WellSharp training cannot require, dictate, or otherwise enforce the WellSharp course training and recertification apart from industry members requiring, requesting, or otherwise specifying the training required.