



Request for Requirement Exception Related to COVID-19

This form is designed to serve as (1) the request for an exception and (2) the official record of the review process/findings and approval or denial of the exception. An exception must be approved by IADC before it is implemented by the training provider. Please see the instructions for completing the form on the following page.

Section to be Completed by Provider:

Training Provider Company: _____ Accreditation # _____

Person Requesting Exception: _____ Phone #: _____

Check all that apply: DIT* Gateway RigPass

* For DIT, list the title(s) of the courses for which this exception is intended to apply:

Requirement for which Exception is Requested:

In-person, instructor-led training

Type of Exception Requested:

Distance learning (i.e., remote learning)

Explain Why You are Requesting this Exception:

COVID-19, inability to conduct in-person training

Time period of exception, if appropriate:

(Available through 31 December 2021—e.g., between 31 December 2020 and 31 December 2021.)

Course Content Delivery:

(How will you conduct/manage course delivery to assure conformance with the intent of Program requirements?)

1 – Upon request, IADC must be provided access (through an emailed link or invitation) to each distance-learning class at least 48 hours before the start of the class.

Explain how this will be provided to IADC.

2 - Trainees must attend classes using a laptop or tablet, but not using a smart phone.

Explain how this will be communicated to trainees and verified that they are adhering to this policy.

3 - The instructor must be able to see and interact with each trainee in real time, and the trainees must be able to see the instructor and the presentation. Videotaped instruction is not allowed.

Explain how this will be implemented and managed. Identify the technology to be used for implementation.

4 - Trainee identity must be confirmed through trainee's valid ID submitted to the training provider before the class begins or displayed at the beginning of the class. The ID submitted or shown must be verified against the student on camera

Explain how trainee ID will be verified.

5 - Trainees must have webcam capability, so the instructor can see the trainees and ensure that all trainees attend the full class time. Audio participation alone is not allowed.

Explain how this will be communicated to trainees.

6 - A formal, summative assessment must be conducted through an application (e.g., SurveyMonkey, Blackboard, ExamSoft, ClassMarker) that allows the instructor to observe each trainee completing the assessment in real time. The training provider will be required to provide IADC with links to these online exams upon request.

Explain how this will be implemented and managed. Identify the technology used for implementation.

7 - Formative assessments must be conducted during the class to periodically check trainees' understanding of the content and make needed adjustments in content delivery. Formative assessment examples include questioning of trainees for understanding, knowledge check games, and use of technology applications such as Poll Everywhere, Kahoot, Canvas, etc.
Explain how this will be implemented and managed.

I acknowledge and agree to implement each requirement by checking the "Yes" option next to each requirement.

Class rosters will be set up and maintained in IADC's Accreditation Database, as they are for in-person classes.

Yes

Before each class begins, participants will be provided with an electronic version of the course's approved course manual or participants' guide.

Yes

Classes will be limited to 15 trainees.

Yes

The current class-time requirement will be observed.

Yes

Signature of Primary Contact:

Date:

Phone number:

Email address:

Submit completed form to the appropriate Program Accreditation Coordinator:

RigPass@iadc.org

DIT@iadc.org

Gateway@iadc.org

Section to be completed by IADC Reviewer:

Name of Reviewer:

Response to Request:

Decision: Approve Not Approve Request more information
 Approve conditionally with the following alteration to course management plan:

Signature of Reviewer:

Decision of IADC Approver:

Decision: Approve Not Approve Approve conditionally, list conditions below:

If not approving, provide reason:

Signature of Approver:

Date: