

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. **Due to the exception review process and the initial training required to deliver via distance learning, the approval process may take up to 2 weeks.**

Section to be Completed by Provider:		
Training Provider Company: _____ Accreditation # _____		
Person Requesting Exception: _____ Phone #: _____		
WellSharp course for which this exception is intended to apply: (check all that apply)		
Drilling Operations (DO):		
<input type="checkbox"/> Driller Surface (DODS)	<input type="checkbox"/> Driller Subsea (DODSS)	<input type="checkbox"/> Driller Combined (DODC)
<input type="checkbox"/> Driller Workover/Completion Supplement (DOSUWOCD)		
<input type="checkbox"/> Supervisory Surface (DOSS)	<input type="checkbox"/> Supervisor Subsea (DOSSS)	<input type="checkbox"/> Supervisor Combined (DOSC)
<input type="checkbox"/> Supervisor Workover/Completion Supplement (DOSUWOCS)		
Well Servicing (WS):		
<input type="checkbox"/> Workover (WSWO)	<input type="checkbox"/> Coiled Tubing (WSCT)	<input type="checkbox"/> Snubbing (WSSN)
<input type="checkbox"/> Wireline (WSWL)		
<input type="checkbox"/> Oil & Gas Operator Representative (WSOR)		
<input type="checkbox"/> Subsea Supplement (WSSS)		
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:		

Course Content Delivery:

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

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.

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.

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. It is recommended to verify trainee's ID periodically throughout the course and not just at the start of the course. The ID submitted or shown must be verified against the student on camera

Explain how trainee ID will be verified.

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.

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.

Rosters must be set up and knowledge assessments administered through the WellSharp Database, as they are for in-person classes. Students must complete the virtual simulator assessment independently, not as a group.

Yes

Knowledge and simulator assessments must be taken over video in the distance learning environment in order for the instructor and proctor to observe each individual taking the exam.

Yes

Course rosters representing these distance-learning courses must be titled starting with "Distance Learning" in order to flag them as a distance learning class in the WellSharp system.

Yes

Courses must be scheduled **5 business days in advance of the start of the course.** This is different from in-person instructor-led classes which requires a **5-day notice before the date of exam.** All training rosters must be exported and sent to KREW@iadc.org once the roster is set up.

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 10 trainees.

Yes

The current class-time requirement will be observed.

Yes

Proctors will view and monitor assessments virtually. The proctor will issue a code to start the exam virtually before the exam begins.

Yes

Instructors must be present in the distance learning environment during the assessment. Instructors must be visible through video but are to be set back from their computer. Instructors are not allowed to use their computer during testing.

Yes

Instructors nor trainees are not allowed to use cell phones during the assessment. Please plan to use a calculator other than on a cell phone.

Yes

Videos or simulator assessment graphs must be saved for each individual's assessment and be accessible at time of audit.

Note: The system will allow simulation videos to be recorded.

Yes



Request for Requirement Exception Related to COVID-19

Course invites will come from krewsupport@endeavortech.com.	
Signature of Primary Contact:	Date:
Phone number:	Email address:
Submit completed form to: wellsharp@iadc.org	

Section to be completed by IADC Reviewer:
Name of Reviewer:
Response to Request:
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Not Approve <input type="checkbox"/> Request more information <input type="checkbox"/> Approve conditionally with the following alteration to course management plan:
Signature of Reviewer:

Decision of IADC Approver:	
Name of Approver:	
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Not Approve <input type="checkbox"/> Approve conditionally, list conditions below:	
If not approving, provide reason:	
Signature of Approver:	Date: