



**IADC  
RIGPASS**

# INSTRUCTOR APPLICATION

*Submission of the RigPass® Instructor Application does not guarantee certification, but is only the initiation of the process for seeking certification by IADC. See SCO-01 RigPass Handbook of Accreditation for details. The RigPass Panel has authority to make the approval decision based on their Subject Matter Expertise (SME).*

**INSTRUCTIONS:** Each instructor must submit his/her own application. The application must be filled out completely, in *ENGLISH*, without referencing a resumé or curriculum vitae. **(Please refrain from writing “see attached.”) Submit the application, supporting documentation, and proof of payment in PDF format to [rpinstructors@iadc.org](mailto:rpinstructors@iadc.org).**

## SECTION 1—TYPE OF REQUEST

Initial                       Resubmittal

## SECTION 2—PERSONAL INFORMATION

First (Given) Name	Middle Name	Last (Family) Name	Suffix

<input type="checkbox"/> Male <input type="checkbox"/> Female	Street Address, City, State, Zip Code, and Country:
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Work Phone Number:	Personal Phone Number:
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Work Email Address:	Personal Email Address:
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Language(s):	Date of Birth: (MM/DD/YYYY):
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Name of Accredited Training Provider:	Training Provider’s RigPass Accreditation Number:
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**SECTION 3—QUALIFICATIONS**

*Evidence of satisfying the requirements must be submitted with this application, and are subject to IADC review and approval. Examples of suitable evidence include certificates, Instructor Observation Form (SCO-35), instructor logs, letters of recommendation, and other documentation.*

**Document titles must reflect applicant’s name and the Requirement and Option the document is referencing.**

**Requirement 1 - HSE Subject Matter Expertise for Oil and Gas, may be satisfied by any one of the following:**

- 1.  Twelve (12) months HSE or operational experience in the Oil and Gas Industry
- 2.  HSE-related college degree from an accredited institution
- 3.  Twelve (12) months of other relevant HSE experience

**Requirement 2 - Subject Matter Expertise in Teaching/Trainee, may be satisfied by any one of the following:**

- 1.  Teaching Certificate
- 2.  Current Instructor/Trainer Certificate
- 3.  Twenty (20) instructional hours documented (e.g., timesheets, letter from employer or supervisor, safety meetings or courses)
- 4.  Twelve (12) months of other relevant teaching/training experience

**Requirement 3 – May be satisfied by any one of the following:**

- 1.  Observed delivery of RigPass Training—instructor candidate will be observed by a qualified observer delivering at least one complete RigPass course, with a minimum of four (4) participants. Provide instructor log, or submit form SCO-35 as evidence of observation.
- 2.  Industry Recognized HSE Course Delivery – The instructor candidate will provide documentation of delivering at least one complete industry recognized HSE course.
- 3.  Evaluation by Auditor – The instructor candidate will organize a pilot class with a minimum of four (4) participants and be observed delivering a RigPass course. *Note: The auditor will be provided a checklist that guides him or her in evaluating the instructor’s effectiveness in delivering the content.*

**SECTION 4—PERSONAL INFORMATION, SKILLS, AND EXPERIENCE**

**HSE EXPERIENCE**

Title	Name of Company or Institution	Start Date	End Date

**OIL & GAS EXPERIENCE**

Title	Name of Company or Institution	Start Date	End Date



hereunder to obtain approval or to display formal approval certificate, or that may be sustained or incurred in making any investigation on account of any claim, loss, damage, or expense, or in defending or prosecuting any action, suit, or other proceeding that may be brought in connection therewith, or in enforcing any of the obligations herein contained, or in obtaining a release from liability in connections therewith.

## **2. APPROVED INSTRUCTOR DUTIES**

The Instructor voluntarily agrees to accept IADC's accreditation standards and to submit necessary information for participation as an approved Instructor in accordance with procedures set forth in the Handbook of Accreditation (Form SCO-01). Failure to submit necessary supporting information and to abide by accreditation standards shall be due cause for revoking this agreement and any approval that has been granted to the Instructor.

## **3. APPROVAL DETERMINATION**

The Instructor shall be deemed "approved" when IADC has determined that the applicant meets Instructor standards and IADC has issued a formal certificate to the applicant enabling applicant to publicly stipulate the Instructor's compliance with approval procedures and standards. Instructor may publicly display said certificate only during such period as the Instructor is in compliance with the accreditation procedures and standards. Instructor shall not display the certificate when the necessary panel's finding of compliance has been withheld or withdrawn. Subject to the right of due process appeal defined in the accreditation procedures, Instructor shall abide by the decision of IADC as to the compliance or noncompliance of Instructor with applicable approval standards. Instructor shall not permit the display or use of the certificate other than as permitted by IADC and the terms of this agreement and the accreditation procedures. Use of the certificate in contravention of this agreement will be due cause for IADC to revoke this Agreement and to issue a public announcement to this effect in accordance with the provisions of the Handbook of Accreditation.

## **4. INSTRUCTOR APPROVAL PROCEDURES**

Both IADC and the Instructor shall follow and be controlled by the procedures and rules regarding the formulation of standards, reporting of information, complaints, display of formal certificates of approval, and due process appeals from decisions of IADC and other matters to which this Agreement refers, as set forth in the Handbook of Accreditation developed and periodically reviewed and updated by IADC.

## **5. INSTRUCTOR'S GOOD FAITH COMPLIANCE**

Instructor shall use all practical means at his/her disposal continuously to assure that the services he/she provides fully comply with the applicable approval standards at all times.

## **6. RIGHT TO AUDIT**

When an audit of an Instructor is required, requested, or otherwise deemed necessary or desirable by IADC, IADC notifies the Instructor of the approximate dates of an audit. If an audit is declined and cannot be scheduled to the mutual agreement of IADC and the Instructor, the Instructor will be placed on probation, notwithstanding the provisions of appeal in the accreditation procedures. Upon scheduling an audit, IADC selects, from a list of names it has approved, the auditor(s). Detailed arrangements for the audit are made through direct contact between the Instructor and the auditor(s).

## **7. CHARGES OF INSTRUCTOR NONCOMPLIANCE**

Instructor agrees that, if a claim of noncompliance with approval/accreditation procedures or standards is filed against Instructor, Instructor will promptly comply with any requests of IADC for necessary information. Instructor or the company contracting Instructor or company Instructor is directly affiliated with agrees to reimburse IADC for any expenses related thereto, unless the claim was filed by a Program and is found to be without merit, in which case the charging Program shall reimburse IADC. Instructor or the company contracting Instructor or company Instructor is directly affiliated with agrees to reimburse IADC for expenses incurred in connection with a meritless charge that it files.

## **8. APPROVAL REPRESENTATION**

When reference is made to Instructor approval at any time, only the following shall be referred to or used: 1) The term "IADC Approved"; 2) an official certificate or stamp issued by IADC, provided such certificate or stamp shall be printed in full, without alteration of any kind; or 3) an approved version of the IADC logo and trademark owned by IADC and whose nonexclusive use by Instructor is hereby licensed to Instructor upon official notification that Instructor has received approval. IADC shall have the right to notify Instructor of any material used or issued by Instructor that IADC considers to be misleading to the public in regard to any reference to IADC or to Instructor's approval, and Instructor agrees on receipt of notice from IADC to terminate use of such materials and take such other steps as IADC may deem appropriate in the public interest.

**9. INDEMNIFICATION AND HOLD HARMLESS**

Instructor agrees to indemnify and hold harmless IADC, the Panel and their directors, officers, members, employees and agents from and against any and all liability, loss, damages, costs, or expenses, including reasonable attorney’s fees, which they may incur, suffer, or be required to pay by reason of, or in consequence of, Instructor’s actions, or breach of this Agreement or any acts or omissions of IADC or the Panel in respect to the right granted hereunder to obtain and to represent approved status or to display formal approval certificate, or that may be sustained or incurred in making any investigation on account of any claim, loss, cost, damage, or expense, or in defending or prosecuting any action, suit, or other proceeding that may be brought in connection therewith, or in enforcing any of the obligations herein contained, or in obtaining a release from liability in connections therewith.

**10. DURATION AND TERMINATION OF AGREEMENT**

Instructor agrees that IADC may, within ten (10) days written notice to Instructor, terminate this Agreement for any of the causes set forth in this Agreement and in accordance with the due process stated in the accreditation procedures. Otherwise, this Agreement shall be effective on the date of issuance of Instructor’s Certificate of Approval.

**SECTION 7—REQUIREMENTS FOR APPLICATION SUBMISSION**

**Each of the following items MUST be submitted in one (1) email, along with this application to [rpinstructors@iadc.org](mailto:rpinstructors@iadc.org) (i.e., one (1) email with two (2) attachments).**

**Check each box as an indication of submission of documents.**

- Application must be complete, dated, signed, and printed; then scanned with Résumé or CV attached, and e-mailed back in PDF format.
- Résumé or CV must be scanned with application to make one PDF file.
- Digital photograph submitted in .jpg format (see section 5 for more photo requirements)
- Government issued ID (Passport or Driver’s License) submitted in .jpg format.
- Payment Processing Form SCO-86, with payment.

**\*NOTE: PAYMENT MUST BE SUBMITTED AT TIME OF APPLICATION**

- Any additional supporting documentation (in PDF format), such as Certificates, Instructor logs, letters of recommendation, Form SCO-35, etc.
- All files and folders must be labeled with name of applicant (ex: JaneSmithPhoto.jpg; JaneSmithCardForm.pdf, etc.).
- One instructor application submitted per e-mail

**THE UNDERSIGNED HEREBY ATTESTS THAT ALL INFORMATION CONTAINED IN THIS DOCUMENT AND ALL SUPPORTING DOCUMENTS ARE ACCURATE AND COMPLETE.**

\_\_\_\_\_  
Signature of Applicant Date

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Printed or Typed Name of Applicant

\_\_\_\_\_  
Training Provider Name