



## **BULLETIN DIT-20-01**

This bulletin is issued to all DIT-accredited training providers.

### **DIT<sup>®</sup> Training: Changes, Policies, and Guidance**

Bulletin DIT-20-01 is intended to notify you of changes to IADC's Drilling Industry Training (DIT) accreditation program. For the full context of these changes, as well as the guidelines and criteria to obtain and maintain accreditation, please refer to the *DIT Handbook for Accreditation* (DIT-01).

#### **Summary of Changes**

##### Internet Access (Sections 2.1 and 4.2)

The training provider's primary location is required to have Internet access in order to obtain IADC documents and forms from IADC's website ([www.iadc.org](http://www.iadc.org)) and to work within the IADC Database system (<https://accreditation.iadc.org/login.php>)—e.g., to schedule classes, pay for certificate codes, print trainee certificates.

##### Content Delivery Method (Section 2.2)

The application must specify the content delivery method(s) for the course. The primary methods to choose from include traditional instructor-led training, distance learning, blended learning, or eLearning. The delivery method(s) must be consistent for each course offering, regardless of course location. Training Providers can now select 4 different methods of delivery as opposed to 2 options previously accepted.

##### Course Focus (Section 2.4)

All DIT-accredited courses must be relevant to the oil and gas industry.

##### Course Levels (Section 2.7)

The application must specify and define/describe the level of complexity of the course content.

- Awareness
- Intermediate
- Advanced

##### Certificate Expiration (Section 2.9)

Training providers will set a certificate expiration date, which will be entered into IADC's database in order for the expiration date to be included on the certificates. This would indicate course and/or certificate validity.

##### Course Length (Section 2.11)

The application must specify the length and duration of the course. Course length must take into consideration the number of learning objectives and the level of complexity of the course. The length must

be consistently maintained for each course offering, regardless of course location. The application must also include the minimum and maximum training day times.

#### Instructor and Facilitator Qualifications and Requirements (Section 2.15 and 2.16)

Minimum qualifications must be defined for the course instructors who will be authorized to deliver the course content and perform assessments. All course offerings must be delivered only by persons who meet the qualifications as presented in the application. An instructor may be employed by no more than four (4) DIT-accredited training providers.

#### Minimum Passing Score (Section 2.17)

The minimum passing grade for a student assessment is 75% or higher.

#### Written Quality Assurance Policies (Section 2.18)

Administration procedures and a quality management system (QMS) must be documented for the accredited program and course(s). In addition to the previously included QMS components, this documentation must include an explanation of how instructors are evaluated, how trainee feedback is used, and how assessments are reviewed and updated.

#### Waiting Period for Failure to Pay Application Fee (Section 2.19)

If the invoice for the application fee is canceled due to nonpayment, the training provider may not submit a new application for 90 days.

#### Application Changes (Section 3.3)

Once an application has been submitted and is under review, no changes may be made. ACD staff may require additional documentation, such as a legal corporate document confirming/establishing the legal name, ownership, and corporate status of the company.

#### Application Process & Timeline (Section 3.3 through 3.6)

DIT® accreditation may take up to 90 days to achieve, depending upon (1) the completeness of the application package submitted and (2) IADC staff's ability to determine appropriateness of materials provided. Each applicant is encouraged to be thorough in documenting its training program for which accreditation is being sought. Delay in supplying required information to IADC will delay the accreditation processes and decision.

#### Update to Accreditation Cycle (Section 4.1)

DIT accreditation is now granted for a period of 3 years.

- All courses currently accredited will retain the same accreditation period, regardless of when a course was added to the company's accreditation.
- New applications or programs renewing their accreditation after **8 July 2020** will hold an accreditation period of 3 years, if approved.

#### Using the ACD Database (Section 4.5)

Accredited training providers must enter the student roster for each course into the ACD Database before the class is scheduled to begin. Information entered into ACD's Database must be timely and accurate.

#### Responding to IADC Communications (Section 4.6)

If ACD contacts the Primary Contact regarding a program- or instructor-related question/issue, the Primary Contact must provide a timely response. A "timely" response is defined as within 2 weeks. ACD will attempt to obtain a response no more than three times.

#### Communicating Contact and Other Changes (Section 4.7)

It is the Provider's responsibility to ensure that ACD has the current and correct contact information for any administrators tasked with entering information into ACD's database.

The number of times ACD will review an application and allow necessary changes is limited to 3. Staff will provide a courtesy review and allow needed changes twice. If the application is still incomplete or otherwise unsatisfactory upon the third review, the application will be rejected. Furthermore, each review will add time to the application's processing timeline. Any change that is required may result in the processing time exceeding the 90-day timeframe.

**Incomplete applications, failure to pay the application fee, and/or excessive delays in providing requested information will result in closure of the application request. Incomplete applications will be held in active status no more than 90 days.** The applicant is expected to respond to all findings noted by the technical reviewer and to provide required additional information within 2 weeks from the date of notification of findings. Failure to do so may result in rejection of the application. Upon closing an incomplete application, the applicant will forfeit the application fee and must reapply if they wish to continue pursuing DIT® accreditation.

#### Monitoring and Implementing Program Changes (Section 4.7)

Accredited training providers must notify IADC of program changes that will affect the accreditation. Changes that must be reported include, but are not limited to, changes in point of contact (Primary Contact or Administrators), business structure, primary location, content or method of delivering the content, and changes involving instructors. Changes must be submitted to the DIT program coordinator within 30 days of implementing the change.

#### Company Name Change (Section 4.7.1)

If the accredited company's name changes, a new account will need to be set up in ACD's database. Therefore, the training provider is required to do the following:

1. Send a formal correspondence, signed by the authorized primary contact, to IADC's DIT Coordinator stating the new name.
2. Complete a modification application (DIT-03M) for each course.
3. Submit a new outline and curriculum under the company's new name.
4. Pay the modification fee for each change request.

#### Implementing Changes Required by ACD (Section 4.7.2)

Accredited training providers are required to implement changes initiated by ACD. Upon making a change in criteria, ACD will notify every accredited provider of the change, the timeframe within which the change must be implemented, and whether or not evidence of implementation must be provided to ACD. If evidence of implementation is required by ACD, any provider failing to supply such evidence within the requested timeline is subject to having their training program placed on Probation. Training providers must monitor the DIT webpage for any changes to documents and forms.

#### Logo Specifications for Customizable Student Certificates (Section 4.8)

The IADC Database allows DIT Training Providers to add their logo to student certificates. To add their logos, Training Providers must email an image file meeting the following specifications to the DIT program coordinator:

1. 2:1 pixel ratio saved as a PNG file\*
2. File size of 300x150 pixels

*\*A PNG is a picture (image) file type like the typically used JPEG.*

To access the new version of the DIT Handbook of Accreditation (DIT-01) and other relevant documents, go to the DIT webpage. Link: <https://www.iadc.org/accreditation/drilling-industry-training/>.

For more information on these program changes/policies, please email the DIT Program Coordinator, [Cynthia.Montero@iadc.org](mailto:Cynthia.Montero@iadc.org).

Thank you for your support of our programs,

The IADC Accreditation and Credentialing Team