



DIT Virtual Instructor-Led Training and Platform Requirements & Agreement

Virtual Instructor-Led (VIL) Training Requirements:

These Virtual Instructor-led Training requirements apply to IADC DIT-accredited courses that are delivered 100% by Virtual Instructor-led methodology.

To qualify for delivery of 100% of course content through Virtual Instructor-led Training, an accredited DIT training provider must implement specific additional program controls as defined below:

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

Virtual Platform Requirements

These DIT virtual platform requirements apply to IADC DIT-accredited courses that are delivered 100% by Distant Learning methodology.

An IADC-accredited DIT course may be delivered using Virtual Instructor Led (VIL) delivery methodologies with a live instructor. Virtual Instructor Led training is defined as, a course taught using a virtual learning platform to deliver real-time instruction with a live instructor.

The following platform requirements apply to course content that is delivered 100% through distant learning:

- Supported on multiple browsers (to include a unique password for each trainee).
- Supported on tablets.
- Screen sharing with built in collaboration tools (annotation).
- Encryption, role-based security, passcode/waiting room option.
- HD video and audio.

- Supports low bandwidth connections (5 Mbps).
- Recording option.
- Option to use phone as audio source.
- Engagement tools (filters, reactions, polls, hand raising, etc.)
- Chat functionality
- File Sharing over chat
- Must be able to see all participants on one screen

By signing this agreement, you:

- Acknowledge that you are aware of the additional requirements for Virtual Instructor-led Training content delivery.
- Acknowledge that you are aware of the virtual platform requirements for distant learning content delivery.
- Agree to adhere to each of these additional requirements.
- Grant IADC permission to access your company's Virtual Instructor-led course for audit purposes.

Return the signed agreement to IADC at: DIT@iadc.org

Signature of Responsible Corporate Official of Company:		Date:
Printed or Typed Name of Responsible Corporate Official:		
First (Given) Name	Middle Name	Last (Family) Name
Which Platform(s) Will You Be Using?:		