



IADC
SUBSEA COMPETENCY
ASSESSMENT PROGRAM

CREDENTIALING APPLICATION

Submission of the Subsea Competence Assessment Program® Candidate Application does not guarantee credentialing but is only the initiation of the process for seeking the credential by IADC. See SCA-01 Subsea Competency Assessment Program Handbook for Credentialing for details.

INSTRUCTIONS: Each candidate 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 subsea@iadc.org**

SECTION 1—TYPE OF REQUEST

Application Type

Initial* Renewal

**If your certificate has expired, you must apply under Initial Application.*

Credential Type:

Level 1 Level 2

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:		
Work Phone Number:	Personal Phone Number:		
Work Email Address:	Personal Email Address:		
Supervisor Name:	Supervisor Email Address:		

SECTION 3—QUALIFICATIONS

Evidence of satisfying the requirements must be submitted with this application and are subject to IADC review and approval. Once requirements are approved, IADC will assist in scheduling your knowledge assessment.

Initial Submission

Level 1 Requirements:

1. Government issued ID with photo.
2. Resume – A work history and detailed information about experience as it relates to engineering, troubleshooting, operation, or maintenance of heavy equipment and industrial systems.

Level 2 Requirements:

1. Government issued ID with photo.
2. Resume – A work history and detailed information about experience as it relates to engineering, troubleshooting, operation, or maintenance of heavy equipment and industrial systems.
3. Evidence of 3 years of experience in service with BOPs (Blowout Preventers).
4. 2 letters of recommendation from an active subsea superintendent, operations director, or similar positions within candidate's company.

Renewal

*NOTE: If **renewing** at the same level as original application, no additional documents are needed*

Continuing at the Same Level:

- Level 1 Level 2

Upgrading to Level 2:

1. Government issued ID with photo.
2. Resume – A work history and detailed information about experience as it relates to engineering, troubleshooting, operation, or maintenance of heavy equipment and industrial systems.
3. Evidence of 3 years of experience in service with BOPs (Blowout Preventers).
4. 2 letters of recommendation from an active subsea superintendent, operations director, or similar positions within candidate's company.

SECTION 4—APPROVAL & AGREEMENT

The undersigned hereby attest(s) that all information contained in this document and all supporting documents are accurate and complete. Contingent on granting approval by the International Association of Drilling Contractors ("IADC"), the Candidate submitting this application ("Candidate") hereby agrees to the following conditions.

1. CREDENTIAL DETERMINATION

The Candidate shall be deemed "credentialed" when the Review Panel/Reviewer has determined that the Candidate meets program standards and has successfully passed the knowledge assessment for credential being sought. IADC has issued the Candidate a formal credentialing certificate, enabling the Candidate to publicly proclaim that they are in conformance with credentialing procedures and standards. The Candidate may publicly display the Candidate Certificate only during such period as the Candidate remains in conformance with the credentialing procedures and standards. The Candidate shall not display the certificate when nonconformance has been determined by IADC and credential has been withheld or withdrawn. The Candidate shall not display the certificate when the certificate is expired. The Candidate shall abide by the decision of IADC regarding conformance or nonconformance of the Candidate with applicable approval standards. The Candidate shall not permit the display or use of the certificate other than as permitted by IADC and the terms of this agreement and the credentialing procedures. IADC may revoke this Agreement if the Candidate uses the certificate in contravention of this agreement, and IADC may issue a public announcement to this effect in accordance with the provisions of the Handbook for Credentialing.

2. CANDIDATE APPROVAL PROCEDURES

Both IADC and the Candidate shall follow and be controlled by the procedures and rules regarding the formulation of standards, reporting of information, complaints, representation of Candidate status, and other matters to which this Agreement refers, as set forth in the Handbook for Credentialing developed and periodically reviewed and updated by IADC.

3. CANDIDATES'S GOOD FAITH CONFORMANCE

The Candidate shall use all practical means at his/her disposal to assure that the information he/she provides is factual and fully conform with the applicable approval standards.

4. CHARGES OF CANDIDATE NONCONFORMANCE

The Candidate agrees that if a claim of nonconformance with approval/credentialing procedures or standards is filed against the Candidate, the Candidate will promptly work to satisfactorily resolve the nonconformance. The Candidate agrees to reimburse IADC for any expenses related thereto, unless the claim is found to be without merit.

5. APPROVAL REPRESENTATION

When reference is made to Candidate approval at any time, only the following shall be referred to or used: 1) The term "IADC Credentialed"; 2) An official certificate or stamp issued by IADC, provided such certificate or stamp shall be printed in full, without alteration of any kind. IADC shall have the right to notify the Candidate of any material used or issued by the Candidate that IADC considers to be misleading to the public in regard to any reference to IADC or to the Candidate's approval, and the Candidate 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.

6. INDEMNIFICATION AND HOLD HARMLESS

The Candidate agrees to indemnify and hold harmless IADC, the Panel, and IADC's 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, Candidate'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 credentialed status or to display formal credential 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.

7. DISCIPLINARY ACTIONS AGAINST INSTUCTORS

IADC may, at its sole discretion, bring disciplinary action against any IADC-credentialed Candidate. Disciplinary action may be for a specified time period or indefinite. Disciplinary actions include but are not limited to Credentialed Certificate Revocation. Disciplinary actions are not meant to be sequential. IADC may, at its sole discretion, move directly to Certificate Revocation depending on severity of the infraction.

IADC may return the Candidate to the certificate status held prior to the disciplinary action after the issues prompting disciplinary action are resolved. IADC, at its sole discretion, may choose not to return the Candidate to the certificate status held prior to the disciplinary action and may temporarily or permanently revoke the Candidate's certificate. Failure of the Candidate to take remedial actions requested by IADC will result in additional disciplinary action taken against the Candidate. Ultimately, revocation will result if the Candidate fails to act or takes insufficient steps to resolve the issue in the timeframe specified.

Reasons for Disciplinary Actions include, but are not limited to, the following:

- Failure to abide by credentialing standards
- Failure to resolve a complaint issued against the Candidate
- Cheating and/or compromising the quality of the program

7A. Candidate Revocation

Any Candidate may have his or her certificate revoked by IADC at any time. IADC will immediately notify the Candidate when a decision to revoke his or her certificate has been made.

Upon revocation of certification, the Candidate must do as follows:

- Cease all IADC-related use of Candidate Certificate.
- Destroy the ACD-issued Candidate Certificate.

8. MISCELLANEOUS

8A. Resolution of Disputes and Forum Selection Clause

Any dispute arising from or relating to the IADC Subsea Competence Assessment Program, its policies and procedures, or its administration shall be resolved in the following manner:

1. First, by notifying IADC of the dispute in writing and by requesting non-binding mediation. The mediation shall take place in Houston, Texas, unless otherwise agreed to by IADC. The mediation request shall include a brief narrative explaining the basis for the dispute, list of three neutral mediators, and the relief requested. IADC shall have twenty (20) days from receipt of a Mediation Request to pick a mediator from the list provided. The costs and expenses of any such mediation, including compensation and expenses of the mediator, shall be the responsibility of each party to the mediation.
2. Next, if the dispute cannot be resolved within sixty (60) days of the notice of mediation, then the dispute may be brought in the courts of the State of Texas. Specifically, the venue shall be in Harris County, Texas.

8B. Limitation of Liability

IN NO EVENT SHALL IADC BE RESPONSIBLE FOR ANY CONSEQUENTIAL DAMAGES ARISING OUT OF ANY DISCIPLINARY ACTION, INCLUDING, BUT NOT LIMITED TO, ALLEGED LOST PROFITS, LOST BUSINESS OPPORTUNITY, LOSS OF REPUTATION, PUNITIVE DAMAGES, AND/OR ATTORNEYS' FEES. THIS LIMITATION APPLIES TO ANY CLAIM OR CAUSE OF ACTION, HOWEVER ALLEGED OR ARISING, UNLESS OTHERWISE PROHIBITED BY LAW, INCLUDING, BUT NOT LIMITED TO, NEGLIGENCE, BREACH OF CONTRACT, OR ANY OTHER CLAIM, WHETHER IN TORT, CONTRACT, OR EQUITY, REGARDLESS OF WHETHER IADC HAS BEEN ADVISED OF, KNEW OF, OR SHOULD HAVE KNOWN OR ANTICIPATED SUCH LOSS OR DAMAGES.

SECTION 5—REQUIREMENTS FOR APPLICATION SUBMISSION

Initial Application or Renewing at a higher Level:

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

- Application must be complete, dated, signed, and printed; then scanned with Résumé and Letters of Recommendation (if applicable), and e-mailed back in PDF format.
 - Résumé and Letters of Recommendation must be scanned with application to make one PDF file.
 - Government issued ID (Passport or Driver’s License) submitted in .jpg format.
 - Payment Processing Form SCA-86, with payment.
- *NOTE: PAYMENT MUST BE SUBMITTED AT TIME OF APPLICATION**
- Any additional supporting documentation (in PDF format), such as additional trainings and certificates earned.
 - All files and folders must be labeled with name of applicant (ex: JaneSmithPhoto.jpg; JaneSmithCardForm.pdf, etc.).
 - One Candidate application submitted per e-mail.

Renewing at the Same Level:

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

- Application must be complete, dated, signed, and e-mailed back in PDF format.
 - Payment Processing Form SCA-86, with payment.
- *NOTE: PAYMENT MUST BE SUBMITTED AT TIME OF APPLICATION**
- Any additional supporting documentation (in PDF format), such as additional trainings and certificates earned.
 - All files and folders must be labeled with name of applicant (ex: JaneSmithPhoto.jpg; JaneSmithCardForm.pdf, etc.).
- One Candidate 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

Printed or Typed Name of Applicant

Training Provider/Company Name