



IADC
DIT

**International Association of
Drilling Contractors**

Drilling Industry Training (DIT®)

**HANDBOOK FOR
ACCREDITATION**

This document supersedes all program bulletins and other versions
of this document issued prior to the date below.

DOCUMENT DIT-01
Second Edition, Revision 5
08 August 2022

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NOTICE

The information contained in this document was current at the time of publication. However, the elements of IADC's Drilling Industry Training (DIT®) Accreditation **Program** as described herein are subject to change at any time. To determine if this document or any other program document contains the latest revisions, **download the current documents and forms from the DIT webpage** on IADC's website:

<https://www.iadc.org/accreditation/drilling-industry-training/#dit-documents>

If substantive changes in policy or procedures occur before the next edition of this document is issued, institutions affiliated with IADC's DIT program will be notified through special bulletins. Bulletins are also **available** on the IADC website.

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Contents

1	Introduction	5
1.1	Program Objectives	5
1.2	Eligibility	5
2	Accreditation Criteria	7
2.1	Primary Location and Other Course Locations	7
2.2	Content Delivery Method(s)	7
2.3	Course Title	7
2.4	Course Category	8
2.5	Course Description	8
2.6	Target Audience	8
2.7	Course Level	8
2.8	Class Size	9
2.9	Validity of Course	9
2.10	Learning Objectives	9
2.11	Course Length	9
2.12	Facilities and Equipment	9
2.13	Instructional Material	9
2.14	Instructor’s Manual (Facilitator Guide)	9
2.15	Instructor/Facilitator Qualifications	10
2.16	Student Assessment and Certificate Issuance	10
2.17	Quality Assurance	10
2.17.1	Administration and Process Control	10
2.17.2	Audits and Quality Management Systems	11
2.18	Schedule of Fees	11
2.19	Attestation & Agreement	11
3	Accreditation Process	12
3.1	How to Obtain the Necessary Documents and Forms	12
3.2	Primary Contact and Signatories of the Application	12
3.3	Submission of Application	12
3.4	Application Review Process	12
3.5	Application Timeline	13
3.6	Decision to Accredite	13
4	Maintaining Program Integrity	14
4.1	Accreditation Period	14
4.2	Confidentiality of Training Provider Information	14
4.2.1	Information Sharing	14
4.3	Disciplinary Actions against Training Providers	14
4.3.1	Probation	15
4.3.2	Suspension	15
4.3.3	Program Closure	15
4.3.4	Miscellaneous	16
4.4	Disciplinary Actions against Instructors	17
4.4.1	Probation	17
4.4.2	Suspension	17
4.4.3	Instructor Revocation	17

4.4.4	Miscellaneous.....	18
4.5	Using the ACD Database	18
4.6	Responding to IADC Communications	18
4.7	Monitoring and Implementing Program Changes.....	18
4.7.1	Company Name Change	19
4.7.2	Changes Required by ACD.....	19
4.8	Program Promotion	19
4.8.1	IADC Logo Usage.....	19
4.8.2	Logo Specifications for Customizing Student Certificates	20
4.8.3	IADC Disclaimer Required on Training Provider Materials	20
Appendix A: DIT Forms and Documents Available for Training Provider Use		21

1 INTRODUCTION

IADC's Drilling Industry Training (DIT) Accreditation assists in confirming that custom-designed courses follow industry-recommended criteria regarding components such as course description, student assessment, facilities, instructor qualifications, quality control procedures, and overall course management. While course content is not vetted, IADC's accreditation focuses on course design components and quality control processes and procedures. IADC does review components of the quality management system (QMS), such as course title, description, design, the alignment of learning objectives, and the existence of instructor-qualification requirements and administrative policies and procedures. Accreditation is achieved only after IADC confirms that a provider's program meets all specified program requirements.

1.1 Program Objectives

The objectives of the DIT program are as follows:

1. Provide a means of industry review, accountability, and recognition for programs that do not qualify for one of IADC's specialized accreditation programs (RigPass, WellSharp, Crane-Rigger, etc.).
2. Ensure that, when courses cover the activities of several different disciplines, persons with the required amount of expertise are brought into the training programs, e.g., health and safety inspectors, government surveyors, chemists, lawyers, medical practitioners.
3. Ensure that specialized courses focus on transfer of practical knowledge and that the participant is not exploited for the purpose of a sales opportunity.

1.2 Eligibility

IADC's DIT accreditation is open to all companies operating in the oil and gas drilling industry.

IADC and its members recognized the need for an accreditation program that helps to ensure quality of training that is not subject to another standard. In addition to the DIT program, which is not content-specific, IADC offers the O&G industry a variety of accreditation opportunities that do include course content.

Courses that may be accredited under this program are those that are custom-designed by the applicant using appropriate course design elements and for which another IADC accreditation program, or similar industry standard, does not exist. Courses that meet any of the following conditions are **ineligible** for accreditation under the DIT program:

1. Course whose title, course description, or content suggests conformance with another industry organization's specific training standard, regulations, or rules.
2. Course whose title, course description, or content suggests conformance with a company's internal policies.
3. Requirements that do not meet general, baseline industry safety, operational, or equipment standards.
4. Course whose title indicates or implies that completion of the course will lead to competence.
5. Course whose title indicates or implies that completion of the course will lead to a license, industry certification, authorization, or diploma.

6. Course whose length is excessive (greater than 160 hours), suggesting the course is a comprehensive training program comprising multiple courses (or lengthy modules) of study.
7. Course that serves as a marketing tool for a specific product or service.
8. Any course that IADC Management deems inappropriate for DIT accreditation.

2 ACCREDITATION CRITERIA

To be accredited, the course must meet all of requirements listed in this section. Using this section as a guide, the applicant will record information about each of these requirements in the Application for Accreditation (DIT-03). See Section 3.3 for a list of documents/forms that must be submitted. ACD staff may require additional documentation, such as a legal corporate document confirming/establishing the legal name, ownership, and corporate status of the company.

2.1 Primary Location and Other Course Locations

The training provider must provide IADC with the address to their primary location (i.e., the location from which the program is managed and where records are stored). The address must be a physical address and not a P.O box. This is the location where the audit will be performed.

If training is delivered in locations in addition to the Primary Location, the training provider is considered a “traveling school.”

The primary location for the training provider’s accreditable unit is required to have Internet access in order to obtain IADC documents and forms from IADC’s website (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.

2.2 Content Delivery Method(s)

The application must specify the content delivery method(s) for the course. The primary methods to choose from include traditional instructor-led training (ILT), virtual/distance learning (i.e., ILT taught through a live video feed between the instructor and some or all of the trainees), blended learning, or eLearning. The course may have additional methods built into the course design (e.g., a short video, simulation, role-play). The delivery method(s) must be consistent for each course offering, regardless of course location. Each method is considered a separate course. Form DIT-01E outlines additional requirements for delivering via eLearning. DIT-01E must be completed and submitted with the application in order to deliver via eLearning. Form DIT-01V outlines additional requirements for delivering via virtually. DIT-01V must be completed and submitted with the application in order to deliver via virtually.

2.3 Course Title

The course title must properly reflect the course content without including any of the words or phrases that limit eligibility or lead to misrepresentation of the course content. **The course title is what will be listed on the training provider’s accreditation certificate and must be listed on student certificates.** Only one course title shall be listed in the application.

2.4 Course Category

All DIT-accredited courses will be relevant to the oil and gas industry. The assigned course category shall reflect the general, primary focus of course. Courses are categorized as follows in IADC's database:

- | | |
|---|------------------------------------|
| 1. Ballast Control and Stability | 15. Mud Handling |
| 2. Cementing | 16. Personal Development |
| 3. Confined Space | 17. Pipeline Operations |
| 4. Drilling Equipment | 18. Production Operations |
| 5. Drilling Operations | 19. Project Management |
| 6. Electrical Maintenance | 20. Regulatory/Compliance |
| 7. Emergency Management | 21. Risk Management Intervention |
| 8. Geosciences | 22. Slickline & Wire Logging |
| 9. Health, Safety, & Environment | 23. Stuck Pipe |
| 10. Hydrogen Sulfide (H ₂ S) | 24. Subsea Equipment & Maintenance |
| 11. Marine Equipment & Maintenance | 25. Train the Trainer |
| 12. Marine Operations | 26. Transportation |
| 13. Mechanical Maintenance | 27. Well Control |
| 14. Miscellaneous Training* | 28. Well Services / Completions |

*** Use the Miscellaneous category only if the course does not fit any of the other categories.**

2.5 Course Description

The application must include a brief description detailing what is taught within the course. This description shall not reference another organization's Standard, Regulation, or Rule.

2.6 Target Audience

The application must list the recommended attendees for the course.

2.7 Course Level

The application must specify and define/describe the level of complexity of the course content. Courses may not comprise more than one level of content. Course levels should be specific, as follows:

1. Awareness—Orientation content, knowledge-based. Examples of learning-objective verbs: Identify, define, recognize.
2. Intermediate—Comprehension and application. Examples of learning-objective verbs: Explain, describe, compare, organize, solve, calculate, apply your knowledge.
3. Advanced—Analysis, synthesis, evaluation. Examples of learning-objective verbs: Analyze, determine, convert, derive, build, judge, defend, validate.

2.8 Class Size

List the minimum and maximum number of trainees that may attend a course.

2.9 Validity of Course

IADC does not dictate the length of time a trainee's credentials remain valid through the DIT program. Training providers set the validity period for the course. The validity period will be entered into IADC's database and will generate the expiration date on the student certificates upon completion of the course.

2.10 Learning Objectives

Learning objectives shall list what the trainees are expected to know and be able to demonstrate at the end of the course. Each course must have a syllabus or a course agenda that is attached to the application and that lists specific learning objectives.

IADC does not accredit DIT course content but will review the course and learning objectives to ensure that they are aligned with the course title, description, target audience, and course level specified.

If 100% of the course content is delivered using an e-Learning methodology, additional requirements apply. See DIT-01E for details of e-Learning delivery requirements.

2.11 Course Length

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 duration must be consistently maintained for each course offering, regardless of course location.

The course length must list total number of hours per course, total number of days, and total of hours per day. All courses must be a minimum of 4 hours and a maximum of 160 hours.

2.12 Facilities and Equipment

Facilities and equipment must be appropriate for the defined learning objectives and available for course delivery and assessment. The application must list all equipment used during the course, such as simulators, tools, rigging equipment, personal protective equipment (PPE), and other safety-related equipment. An equipment maintenance plan must be in place that will verify proper working condition of equipment prior to use.

2.13 Instructional Material

The application must include a brief description of any instructional material used. (e.g., a course guide, reference materials, handouts, computers, a projector, a video, and materials needed for exercises). These resources must be readily available at each training location and consistently used during delivery of each course offering.

2.14 Instructor's Manual (Facilitator Guide)

The course must have an accompanying instructor's manual (i.e., facilitator guide) for use during delivery of the course content. The instructor's manual may be requested as part of the application review process and will be reviewed during the audit process.

IADC recognizes that, in most cases, training organizations retain copyright of their training materials and maintain control of such materials at their training location(s). IADC supports this approach but requires at least one master

copy to be made available, upon request, for review at any time by IADC staff and IADC auditors. **Copies of all materials must be available for use during all accredited classes.**

2.15 Instructor/Facilitator Qualifications

Minimum qualifications must be defined for the course instructor(s)/facilitator(s) 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/facilitator may be affiliated by no more than FOUR (4) DIT-accredited training providers.**

2.16 Student Assessment and Certificate Issuance

All courses, regardless of training level, must have a written assessment. The method(s) of assessment must be appropriate for the course content, target audience, course level, and student learning objectives (i.e., what the student should know or be able to demonstrate upon completion of the training). **The minimum passing grade must be 75% or higher.**

The training provider shall retain copies of all completed assessments for 5 years. The record is used for verification of individual's training.

All trainees that successfully complete a course shall receive a DIT certificate as evidence of their successful completion. A DIT Certificate of Completion will be electronically issued through the Accreditation Database to, and in the name of, only the individual receiving the training and passing all required assessments for the course. The training provider will issue the trainee a certificate/card immediately upon successful completion of the assessment(s).

2.17 Quality Assurance

2.17.1 Administration and Process Control

Written procedures must be specified for the administration of the accredited program and delivery of the course. The procedures shall include the following:

1. Verification of trainee identity
2. Trainee assessment policies and procedures (including credibility of the assessment process; retesting for failed or missed tests)
3. Maintaining confidentiality of trainee information (e.g., including storage, access, retrieval, and disposal)
4. A list of records to be kept
5. Where the records are stored*
6. Retention of records for five (5) years
7. Certificate issuance procedures
8. Course attendance policy

*** Records must be retained at the Primary location, which is where the audit will be conducted.**

2.17.2 Audits and Quality Management Systems

Routine audits will be performed at least once during the 3-year accreditation period. Other periodic audits may be conducted as deemed necessary by IADC to assure continued conformance to DIT program requirements.

Please see DIT-61, the DIT Audit Checklist. This checklist and other DIT forms and documents can be found on the DIT webpage: <https://www.iadc.org/accreditation/drilling-industry-training/#dit-documents>

An accredited training provider shall have in place a documented quality management system (QMS). The name of the person(s) responsible for Quality Assurance and the qualifications for serving in that role must be provided. The application will provide the following information related to the program's QMS:

1. Describe the process used to audit or verify, report, and respond to discrepancies or otherwise determine conformance with accreditation requirements and internal administration, program security, and process control procedures. Provide the frequency of internal audits.
2. Explain how findings from audits, surveys, and trainee feedback are used to improve the training course and procedures. How often are findings reviewed?
3. Explain how instructors are evaluated.
4. Explain how course content, delivery, assessments, and related processes are reviewed and updated.
5. Explain how changes are managed, implemented, and communicated?

2.18 Schedule of Fees

Fees to be paid by applicants and accredited programs consist of the following: initial application fee, annual fee, certificates of completion fees, course/accreditation modification fee, audit fees and expenses associated with the audit. The fees are published in [DIT-06 Schedule of Fees](#).

Initial application and renewal application fees must be paid at the time of application submittal. Review process will not commence until the initial application or renewal fee is paid. Failure to provide payment within 30 days will result in cancellation of invoice and application. **If the invoice for the application fee is canceled due to nonpayment, the training provider may not submit a new application for 90 days.**

- Applications will be processed in the order that the complete DIT-03 application, DIT-04, syllabus/agenda, and full payment are received.
- Annual fees must be paid within 30 days of receipt.
- All renewal applications must be submitted to program coordinator with a minimum of 45 days prior to the expiration date.
- Program modifications may require a technical review and a fee will be charged as described in the schedule of fees form. Changes/Modifications done during the renewal period will only require the modification fee.

2.19 Attestation & Agreement

An applicant seeking DIT accreditation must sign the DIT Attestation & Agreement Form (DIT-04). In signing, the authorized representative of the program agrees to all conditions reflected in the document.

3 ACCREDITATION PROCESS

3.1 How to Obtain the Necessary Documents and Forms

Information about the DIT Accreditation System may be requested by emailing IADC's Accreditation & Credentialing Division (ACD) at dit@iadc.org, or may be obtained from IADC's DIT webpage: <https://www.iadc.org/accreditation/drilling-industry-training/#dit-documents>. All forms required for submission of an application are available through either of these sources.

3.2 Primary Contact and Signatories of the Application

The Primary Contact, as designated in application, becomes the principal point of contact between ACD and the accredited training provider. Additional contacts may be designated for specific purposes (e.g., purchasing, records) and must be reported to ACD. ACD staff requests additional contacts in the event that one or all of the contacts listed leave the company. It is the Provider's responsibility to ensure that ACD has the current and correct contact information for the Primary Contact and any administrators tasked with entering information into ACD's database.

In addition to serving as ACD's principle point of contact, the person designated as the Primary Contact has the following responsibilities for maintaining the accreditation:

1. Ensuring that ACD has the program's correct contact information, and updating that information, as needed (e.g., email, phone number, contact name, address)
2. Monitoring updates communicated by ACD (e.g., Bulletins, Notices, or other communications) and updating the program, as needed
3. Periodically visiting the ACD webpage(s) to ensure the program is utilizing the current versions of documents and forms (and other information sources)
4. Adding or deleting administrators (DIT-03M) and/or instructors (DIT-37) using the designated form.

3.3 Submission of Application

Applicants for Accreditation must submit an Application for Accreditation (DIT-03), a copy of the course syllabus or outline, and the Attestation & Agreement document (DIT-04). Application and all required documentation must be submitted in English and be labeled with the corresponding form number and course name (e.g. DIT-03_Confined Space). If ACD requests copies of additional documentation (e.g., the instructor and student manuals, handouts, and class exercises) during the application review process, they must be available at time of application. Once the 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.

3.4 Application Review Process

The application review process begins upon receipt of the Application for Accreditation and payment of applicable fees. All application materials will be internally reviewed by a member of the IADC staff. IADC staff may request additional materials or clarification of information submitted. After completion of the internal review, applications that satisfy all accreditation requirements may be submitted to either Drilling Industry Training Technical review, Subject Matter Expert (SME), or Panel for assessment of the technical merit of the application. Outcome of this review will be communicated to provider and revisions requested, if any are needed.

3.5 Application Timeline

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.

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. When an application is rejected for failure to pay the application fee or to respond to requests for additional information, the applicant must wait 90 days to submit a new application. Application fees are non-refundable.

3.6 Decision to Accredit

The decision to accredit is determined at the sole discretion of IADC and is not subject to appeal. A Technical Reviewer may evaluate the Application for Accreditation and all supporting documents before making the decision to accredit. The Technical Reviewer will make any one of the following decisions:

1. Full Accreditation, approving the application for accreditation as presented.
2. Defer a decision until additional information or materials has been requested and reviewed by the reviewer. The applicant will be provided a written summary of discrepancies or other issues that must be addressed before the application can be reconsidered for accreditation.
3. Deny accreditation on the basis that the course is beyond the scope of DIT accreditation criteria, the applicant failed to show evidence of meeting program requirements, or the applicant submitted false or misleading information. The applicant will be provided a written summary of discrepancies that prompted the decision. Correction of those discrepancies must be made before an application will be reconsidered.

4 MAINTAINING PROGRAM INTEGRITY

4.1 Accreditation Period

DIT accreditation shall be granted for a period of 3 years. All courses accredited for a company will retain the same accreditation period, regardless of the time at which a course was added to the accreditation.

In order to continue accreditation, accredited providers must meet the following requirements:

1. Pay program annual fees on or before their due date.
2. Be in good standing with program invoices and student records.
3. Successfully complete a program audit.

4.2 Confidentiality of Training Provider Information

IADC assures accredited training providers that program applications and records will be held in strict confidentiality. All official forms submitted are held for the duration of the active accreditation.

4.2.1 Information Sharing

IADC may share general information about company affiliation(s), program accreditation status, and instructor certification status. This information may be shared with other accrediting bodies and interested parties.

All records relating to accreditation shall be kept confidential except the following:

- Listings of all categories/courses of accredited programs that are published.
- Information IADC (or a representative of IADC) is legally required to disclose.
- Accreditation status (and other pertinent information) of an accredited training provider.

4.3 Disciplinary Actions against Training Providers

IADC may, at its sole discretion, bring disciplinary action against any IADC-accredited training provider (Provider). Disciplinary action may be for a specified time period or indefinite. Disciplinary actions include, but are not limited to, Probation, Suspension, and/or Revocation. Disciplinary actions are not meant to be sequential. IADC may, at its sole discretion, move directly to Suspension or Revocation, depending on the severity of the infraction.

IADC may return the Provider to the accreditation status held before the disciplinary action after the issues prompting disciplinary action are resolved. IADC, at its sole discretion, may choose not to return the Provider to the accreditation status held before the disciplinary action and may temporarily or permanently Revoke accreditation. If the disciplinary action is Probation or Suspension, failure of the Provider to take remedial actions required by IADC will result in additional disciplinary action taken against the Provider. Ultimately, Revocation of accreditation will result if the Provider 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:

1. Provider fails to abide by accreditation standards.
2. Provider fails to submit necessary supporting information requested by ACD staff, technical reviewer, Review Panel, or auditor.

3. Provider fails to resolve a complaint issued against the Provider.
4. Provider makes significant changes in the nature, structure, location, or operation of an accredited Program that, in the opinion of IADC, significantly undermines the quality of the program.
5. Provider refuses to submit to an audit or fails to satisfactorily address Corrective Actions issued by IADC.
6. Provider fails to pay appropriate fees in a timely manner (within 2 weeks).
7. Provider fails to make required curriculum adjustments.
8. Provider fails to meet the approval requirements of instructors.
9. Provider fails to follow quality control procedures.
10. Provider fails to respond to IADC requests for information after three attempts.
11. Provider cheats, conducts components of the program fraudulently, and/or compromises the quality of the program.

If IADC contacts the Primary Contact regarding any of the issues listed above and does not receive a timely response after three attempts, IADC will initiate the program-closure process. It is the Provider's responsibility to ensure that IADC has the current and correct contact information for the Primary Contact. A "timely" response is defined as within 2 weeks. IADC staff will immediately notify the company when a decision to revoke accreditation has been made. The accredited company's name will be removed from the website.

4.3.1 Probation

Any Provider may be placed on Probation by IADC at any time. A Provider on Probation may continue with classes scheduled prior to the Probation date. Providers are not permitted to purchase DIT test codes after the date the Provider is placed on Probation.

Placing a Provider on Probation is a warning that, if the Provider does not correct all deficiencies noted by IADC, the Provider will be subject to further disciplinary actions up to and including revocation of accreditation.

To be considered for return to full accredited status, the Provider must resolve all issues identified in the disciplinary action and supply IADC evidence of such actions.

4.3.2 Suspension

Any Provider may be suspended by IADC at any time for cause, and cause shall be determined by the IADC in its sole judgment. During Suspension, the Provider will not be permitted to purchase DIT test codes, must cease delivery of DIT training immediately, and must refrain from issuing DIT certificates. Access to the ACD database for Providers will be suspended for the duration of the Suspension.

In addition, IADC will remove the Provider's listing on IADC's DIT-Accredited Training Provider webpage.

The Provider must resolve all issues identified in the disciplinary action and supply IADC evidence of such actions. Upon resolving all issues, IADC may reinstate the Provider's prior accreditation status.

Failure to resolve all issues for which the Suspension is in place will result in the training provider's accreditation being Revoked (closed).

4.3.3 Program Closure

Any Provider's accreditation may be Revoked (closed) by IADC at any time. IADC will immediately notify the Provider when a decision to Revoke (close) their program accreditation has been made. Following notification,

IADC will remove the Provider's listing on the IADC's DIT-Accredited Training Provider webpage and will remove their access to the ACD database.

ACD will officially close the Provider's file and void outstanding DIT test codes allocated to the Provider. IADC will not reimburse Providers for the remaining unused test codes in their DIT account.

Upon Revocation of accreditation, the training Provider must do as follows:

1. Cease all DIT operations immediately upon notification of closure.
2. Destroy the ACD-issued DIT Certificate of Accreditation.
3. Remove the DIT logo and registered trademark from their course materials, brochures, Provider website, and all places the logo or trademark is used.
4. Cease referring to DIT accreditation when marketing or promoting the Provider's course.

4.3.4 Miscellaneous

Resolution of Disputes and Forum Selection Clause

Any dispute arising from or relating to the IADC DIT 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.

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.

4.4 Disciplinary Actions against Instructors

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

If the disciplinary action is Probation or Suspension, failure of the Instructor to take remedial actions requested by IADC will result in additional disciplinary action taken against the Instructor. Ultimately, revocation will result if the Instructor 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:

1. Failure to abide by accreditation standards
2. Failure to resolve a complaint issued against the Instructor
3. Failure to follow quality control procedures
4. Cheating, conducting components of the program fraudulently, and/or compromising the quality of the program

4.4.1 Probation

Any approved Instructor may be placed on Probation by IADC at any time. An Instructor on Probation may continue teaching classes scheduled during the Probation period.

Placing an Instructor on Probation is a warning that, if the Instructor does not correct all deficiencies noted by IADC, the Instructor will be subject to further disciplinary actions up to and including Revocation.

The Instructor must resolve all issues identified in the disciplinary action and supply IADC evidence of such actions.

4.4.2 Suspension

Any Instructor may be suspended by IADC at any time. A Suspended Instructor will not be permitted to teach at any IADC-accredited Training Provider. A Suspended Instructor's access to all IADC databases will be suspended for the duration of the Suspension.

The Suspended Instructor must resolve all issues identified in the disciplinary action and supply IADC evidence of such actions. Upon resolving all issues, IADC may reinstate the Instructor.

Failure to resolve all issues for which the Suspension is in place will result in the Instructor's status being permanently revoked.

4.4.3 Instructor Revocation

Any Instructor may have his or her status revoked by IADC at any time. IADC will immediately notify the Instructor when a revocation decision has been made.

Upon revocation, the Instructor must do as follows: Cease all IADC-related teaching activities immediately upon notification of revocation.

4.4.4 Miscellaneous

Resolution of Disputes and Forum Selection Clause

Any dispute arising from or relating to the IADC DIT 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.

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.

4.5 Using the ACD Database

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. Information and training are provided in the ACD Database User Guide.

4.6 Responding to IADC Communications

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.

4.7 Monitoring and Implementing Program Changes

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.

Modifications requiring a review are subject to a fee, as detailed in the schedule of fees (Form DIT-06). Changes made during the renewal period will require only the renewal fee. For changes or modifications, please use the following guidelines:

1. Form DIT-03M must be completed to make any minor (simple) program or contact changes (e.g., changes to contact information, languages, location, or company name change).
2. Application DIT-03 must be completed and resubmitted in its entirety for any significant (complex, involving multiple aspects of the program or course) modifications (e.g., course title, description, level, scope, learning objectives).

4.7.1 Company Name Change

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.
5. Submit Corporate documentation and registration of new name as required by local government authority.

4.7.2 Changes Required by ACD

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.

4.8 Program Promotion

Any training provider accredited under the DIT program receives certain privileges of accreditation, including the right to promote its accreditation and the use of the DIT name and logo in the promotion of the accredited course(s). All accredited training providers are charged with appropriately representing its accreditation to its trainees and its customers and shall have processes in place to assure that all representatives of the organization (e.g., administrative and marketing staff) appropriately represent the DIT program.

4.8.1 IADC Logo Usage

The official DIT program logo is sent to each provider at time of accreditation. The following webpage provides the latest information on IADC logo use policies: <https://www.iadc.org/logo-usage-guidelines/>

4.8.2 Logo Specifications for Customizing Student Certificates

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.*

For more information on submitting a logo to customize student certificates, please refer to the current version of our *IADC Database User Guide*.

4.8.3 IADC Disclaimer Required on Training Provider Materials

The following wording must be reflected in all technical and promotional program material, including but not limited to, course catalogues, websites, and brochures.

“Course content not vetted by IADC as part of DIT accreditation.”

Appendix A: DIT Forms and Documents Available for Training Provider Use

DIT-01	DIT Handbook of Accreditation
DIT-01E	eLearning Requirement & Agreement
DIT-01V	Virtual Learning Requirement & Agreement
DIT-03	Application for Accreditation
DIT-03A	Additional Course Application
DIT-03M	Course Modification Form
DIT-04	Attestation & Agreement
DIT-06	Schedule of Fees
DIT-10	Accreditation Flowchart
DIT-14	Request for Exception
DIT-30	Instructor Update Form
DIT-37	Instructor Affiliation Form
DIT-61	Audit Report