

OIL & GAS COMPLIANCE CERTIFICATION SCHOOL (3100-01)

MODULES 1 - 6

SCOPE/OBJECTIVE

The main objective of the school is to provide Petroleum Engineering Technician positions the regulatory and technical training necessary to obtain basic certification skills in order to fulfill the inspection and enforcement duties required of the position. The training consists of both classroom activities and field excursions geared toward the National I&E Certification policy requirements. Attendance is allowed after students successfully fulfill prerequisite course assignments prior to the beginning of the first module, and OJT assignments between modules.

Depending on the module, the target audience for the school also includes other oil and gas related positions such as Petroleum Engineers, Natural Resource Specialists, Production Accountability Technicians, I&E Specialists, I&E Coordinators, and other positions that conduct oil and gas related inspection activities. Class size is limited to 25. Attendance is allowed after students successfully fulfill prerequisite course assignments. **PET positions receive 1st priority for attendance**. Currently, only PET positions are allowed in class due to the high demand.

COURSE COMPETENCY RULES and ATTENDANCE (PASS/FAIL) STANDARDS:

Prerequisite Assignments - Module 1

Students will be required to:

- Successfully complete prerequisite self-study materials specified with an 80% or better by the due date, including the basic math exercises;
- If the student does not successfully complete the prerequisite assignments by the due date they will not be allowed to attend Module 1.
- If a student can not achieve an 80% or better on the prerequisite basic math assignment, they will not be allowed to attend Module 1. NTC will notify the student/supervisor that remedial training is necessary before the student proceeds further in the certification school training process. It is the student/ supervisor responsibility to ensure that the student works independently on the assignments and has the basic math skills and proper in-office OJT prior to attending the modules in accordance with the I&E Certification Policy. If a student needs additional assistance in basic math skills, it is the responsibility of the student/supervisor to notify NTC that additional tutoring or math classes may be necessary prior to attendance at the school. It is the Field Office responsibility to ensure that remedial efforts are administered and then to notify NTC regarding the student remedial performance prior to allowing the student to attend the Certification School modules.

Module 1 Attendance (pass/fail) Standards:

Students will be required to:

- Attend and actively participate in the entire module. Failure to attend the required sessions and complete the assigned homework or classroom activities will result in the student being sent home from the module.
- Complete the assigned evening/weekend homework assignments during the module.
- Pass the Basic Math segment of Module 1 with a score of 80% or better; and obtain an Overall Module 1 score of 80% or better before attending Module 2;

- If a student fails to obtain the required 80% on the Basic Math segment and the Overall score (including the Regulatory Overview segment) of the Module 1 post-course assessment, the student and their supervisor will be notified of the failing grade by NTC. If the student receives a grade higher than 60% on the initial exam Math and Regulatory Overview segments, a remedial test will be administered within two weeks after the initial exam. NTC will specify the location date and time it will proctor remedial testing. It is the responsibility of the student to prepare for and attend the remedial testing on the date specified. The student must successfully pass the remedial exam with an 80% or better composite score before proceeding on to Module 2 of the Certification School. The remedial exam composite score is determined by incorporating the initial test points and the remedial test points to determine the overall grade. The student has one chance to pass the remedial exam. If the student fails the remedial exam, their supervisor may enroll them in a future offering of Module 1 as appropriate. The student cannot proceed on through the other modules.

Modules 2 – 6 Attendance (pass/fail) Standards:

Students will be required to:

- Attend and actively participate in the entire module. Failure to attend the required sessions and complete the assigned homework or classroom activities will result in the student being sent home from the module.
- Complete the assigned evening/weekend homework assignments during the module.
- OJT assignments between modules must be successfully completed by the due date. If the assignment is not completed by the due date the student will be designated as incomplete for the module and cannot proceed to the next module. Extensions will not be granted after the due date for assignment completion. It is the responsibility of the student to obtain answers to any questions they have regarding completion of the OJT assignments.
- Pass post-course assessments for Modules 2 through 6 on test days with an 80% or better to meet the training requirements for full PET certification. Remedial testing is not an option for Modules 2 through 6 if the initial test score for the module is below 70%. Remedial testing for students who achieve a 70% or higher may be proctored at Field Office expense. If a student fails the module final exam (and the remedial testing if applicable), they must retake the course another year. Students are allowed to continue through Modules 3 through 6 even if they fail the preceding module (except Module 1).
- If a student comes to a Module after being notified that they did not meet the prerequisites, failed to pass a segment of a preceding Module, or did not successfully pass remedial course work, or OJT assignments, the student will be sent home at their Field Office expense.

Student Supplies/Equipment:

Students will also be provided with a list of required equipment and/or supplies to bring with them to each module. Supplies/equipment include items such as:

- Calculator (one capable of performing square root functions)
- Halliburton Redbook (2001 version or newer)
- Personal Protective Equipment (PPE); for example: hard hat, hard-toed boots, safety glasses, etc (exemption: Modules 1 and 6, which will be limited to the classroom)

A detailed list of supplies/equipment needs will be provided to students prior to each module.

COURSE SCHEDULE

The course will be delivered in six modules, not to exceed two weeks per module. Module 1 of the FY2009 course offering will begin in October, 2008. There will be approximately four - six weeks between each module. The following is a brief synopsis of each module:

Module 1 – Introduction to O&G Compliance and Certification (Classroom only)

Date: TBD Location: TBD

General Course Topics: Roles of the PET, Laws/Regulatory Framework, Safety, APD Components and Process, Application Math, Introduction to Enforcement Procedures

**Prior to Module 1, selected students and their supervisors will be formally notified of the requirements for participation and successful completion of the school. After obtaining buy-in from the student and supervisor that they understand and agree to the school sideboards, the prerequisite material will be sent to the student for completion. The students will be required to successfully complete the prerequisite material or they will not be allowed to attend Module 1. Successful completion of Module 1 is required prior to attending any of the other modules.

Module 2 – Drilling Operations (Classroom and field exercises)

Date: TBD Location: TBD

General Course Topics: Rig Components, Casing and Cementing, BOPE and Related Equipment, Mud Systems, Rig Inspections (including H₂S), Special Drilling Operations, and Enforcement

*Prerequisite homework for Module 2 must be completed prior to attendance.

Module 3 – Plugging and Abandonment Operations (Classroom and field exercises)

Date: TBD Location: TBD

General Course Topics: Plugging and Abandonment procedures, Plugging Calculations, Work over and Completions, Environmental Considerations, Enforcement Issues

*Prerequisite homework for Module 3 must be completed prior to attendance.

Module 4 – Oil Measurement (Classroom and field exercises)

Date: TBD Location: TBD

General Course Topics: Production Equipment, Oil Measurement by Tank Gauge, Oil Measurement by LACT, Hydrogen Sulfide Operations, General Site Inspections/Surface Use

*Prerequisite homework for Module 4 must be completed prior to attendance.

Module 5 – Gas Measurement (Classroom and field exercises)

Dates: TBD Location: TBD

General Course Topics: Gas Measurement Concepts and Theories, Gas Measurement Calculations, Electronic Flow Measurement, Calibration Procedures, Integration Reports

*Prerequisite homework for Module 5 must be completed prior to attendance.

Module 6 – Production Accountability and Advanced Compliance Issues (Classroom only)

Date: TBD Location: TBD

General Course Topics: Production Record Reviews, Commingling Issues, Inspection Documentation, and Enforcement Procedures

*Prerequisite homework for Module 6 must be completed prior to attendance.