

Petroleum Engineering Technician (PET) Training Timeline  
National Certification Plan Training Policy (H-3160-6) and Certification School Schedule

Steps to Gain Basic Job Competencies	Timeframes - Deadlines
<p><b><u>Phase I</u></b></p> <ul style="list-style-type: none"> <li>✘ Employee starts new job               <ul style="list-style-type: none"> <li>○ FO implements SO Certification Training Program Guidelines per Nat'l policy                   <ul style="list-style-type: none"> <li>▪ Introduction to job duties, regulations</li> <li>▪ Training on computer systems</li> <li>▪ Overview of policies, IM, etc</li> <li>▪ Shadows certified PET</li> <li>▪ Complete Math course at local college</li> </ul> </li> </ul> </li> <li>✘ FO can sign off on any basic competencies during this process to allow new PET to conduct basic entry level independent inspection work</li> </ul>	<p>Required 6 – 8 months of in-office OJT prior to formal classroom training</p>
<p><b><u>Phase II</u></b></p> <ul style="list-style-type: none"> <li>✘ Formal Training – 3100-01 Oil and Gas Compliance Certification School Modules 1 -6               <ul style="list-style-type: none"> <li>○ NTC initiates contact with new PET</li> </ul> </li> </ul> <p>PREREQUISITE</p> <ul style="list-style-type: none"> <li>○ NTC sends pre-requisite work to PETs               <ul style="list-style-type: none"> <li>▪ History of Program w/questions</li> <li>▪ Math Exercises</li> <li>▪ View Video answer questions</li> <li>▪ Self study reading material on industry overview w/questions</li> </ul> </li> </ul>	<p>4 - 6 months prior to School Student/Supv. read and sign contact letter</p> <p>4.5 - 5 months prior to School pre-work sent. Students given deadline of ~1 month to complete prerequisite material. NTC provides each student with written feedback on performance on exercises, identifies remedial/tutoring needs to be accomplished prior to Module 1</p>
<ul style="list-style-type: none"> <li>✘ <b>MODULE 1 – INTRODUCTION TO I&amp;E</b> *classroom only</li> </ul>	<p>2 weeks in length with ½ day Saturday session - must obtain 80% or better on final exam to continue to other modules.</p> <p>1 opportunity given to take remedial exam within 2 weeks of leaving any module if failed. Students who fail Module 1 cannot continue through other modules</p>
<ul style="list-style-type: none"> <li>✘ Module 1 POST COURSE Homework Assignment               <ul style="list-style-type: none"> <li>○ Complete self study Drilling Rig primer – send Workbook to NTC</li> </ul> </li> </ul> <p>PREWORK for Module 2</p> <ul style="list-style-type: none"> <li>○ Conduct 2 drilling inspections in preparation for Module 2, submit inspection info to NTC for review</li> </ul>	<p>Completed in home office between modules. Students given post course and prework for next module the last day of Module 1</p> <p>Deadline for pre- and post-course work: 3 week to a 1 month after end of course – NTC provides student feedback upon receipt</p> <p>Student not meeting deadline cannot attend next Module</p>

<p>✘ <b>MODULE 2 – DRILLING</b> * includes field inspection work</p>	<p>Module 2 starts 8 weeks (or after Christmas holidays) after the completion of Module 1.</p> <p>2 weeks in length – work weekends</p>
<p>✘ Module 2 POST COURSE Homework Assignment</p> <ul style="list-style-type: none"> <li>○ Perform 2 drilling inspections – send documentation to NTC for review</li> <li>○ Enter documentation into AFMSS</li> </ul> <p>PREWORK for Module 3</p> <ul style="list-style-type: none"> <li>○ Conduct 2 plugging inspections in preparation for Module 3</li> </ul>	<p>Completed in home office between modules</p> <p>3 weeks to complete pre- and post work – NTC provides student feedback</p>
<p>✘ <b>MODULE 3 – PLUGGING</b> * includes field inspection work</p>	<p>Module 3 starts 4 – 6 weeks after the completion of Module 2</p> <p>Course 2 weeks in length – work weekends</p>
<p>✘ Module 3 – POST COURSE Homework Assignments</p> <ul style="list-style-type: none"> <li>○ Perform 2 plugging inspections – send documentation to NTC for review</li> </ul> <p>PREWORK for Module 4</p> <ul style="list-style-type: none"> <li>○ Complete Production self study primer and workbook assignment – submit to NTC</li> </ul>	<p>Completed in home office between modules</p> <p>3 weeks to complete pre- and post work – NTC provides student feedback on work</p>
<p>✘ <b>MODULE 4 – OIL MEASUREMENT</b> * includes field inspection work</p>	<p>Module 4 starts 4 - 6 weeks after the completion of Module 3</p> <p>Course is 2 weeks in length – work weekends</p>
<p>✘ Module 4 POST COURSE Homework Assignments</p> <ul style="list-style-type: none"> <li>○ Perform tank gauging inspection</li> <li>○ Perform LACT Proving inspection</li> <li>○ Complete Production inspection documentation on 2 cases – submit to NTC</li> </ul> <p>PREWORK for Module 5 –</p> <ul style="list-style-type: none"> <li>○ Review gas portion of self study assignment from Module 4</li> <li>○ Conduct 2 gas measurement inspections</li> </ul>	<p>Completed in home office between modules</p> <p>3 weeks to complete pre- and post work – NTC provides feedback on work</p>
<p>✘ <b>MODULE 5 – GAS MEASUREMENT</b> *includes field inspection work</p>	<p>Module 5 starts 4 – 6 weeks after the completion of Module 4</p> <p>Course is two weeks in length – work weekend</p>
<p>✘ Module 5 Homework Assignments</p> <ul style="list-style-type: none"> <li>○ Perform 2 meter calibrations</li> <li>○ Perform 2 gas measurement production inspections – submit to NTC</li> </ul>	<p>Completed in home office between modules</p> <p>3 weeks to complete pre- and post work – NTC provides feedback on work</p>

<p>PREWORK for Module 6</p> <ul style="list-style-type: none"> <li>○ Review OGOR on-line assignment w/questions- submit answers back to NTC</li> </ul>	
<p>✘ <b>MODULE 6 – PRODUCTION ACCOUNTABILITY AND ADVANCED COMPLIANCE ISSUES</b> *classroom only</p>	<p>Module 6 starts 4 - 6 weeks after the completion of Module 5.</p> <p>2 weeks in length – do not work weekends</p>
<p><b><u>Phase III</u></b></p> <ul style="list-style-type: none"> <li>✘ Student Continues OJT in FO after completion of formal training</li> <li>✘ Prepares for formal Certification Technical Review</li> </ul>	<p>2 – 4 months depending on State Technical Review Certification schedule</p>
<p><b><u>Phase IV</u></b></p> <ul style="list-style-type: none"> <li>✘ Students undergo Formal Technical Review to obtain Certification</li> </ul>	<p>Average completion is 3-4 months after completing all formal training requirements</p>
<ul style="list-style-type: none"> <li>✘ Certified PETs require refresher training</li> </ul>	<p>Every 5 years</p>

NTC/pramstet/last update: 4/7/07