

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
NATIONAL TRAINING CENTER

1400-410  
3100-01  
LLWO731300

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October 31, 2017

Memorandum

To: Student Name

From: Patty Ramstetter, National Training Center, Arizona

Subject: Course 3100-01, Oil & Gas Compliance Certification School

**DD: 11/27/2017**

Congratulations on your selection to attend the Oil & Gas Compliance Certification School. The school consists of 6 two-week training modules that will be spread over the course of the next year. Module 1 is tentatively scheduled to begin in either March or early May, 2018 depending on budget. A schedule with specific dates and locations for the modules will be provided at a later date.

The school is a major undertaking that will require a large amount of your time and effort to successfully complete. To fulfill requirements of the school, you must be able to:

- Travel for up to two weeks at a time for each module over the course of FY2018 and early FY2019;
- Work odd hours, nights, and weekends as required in most modules;
- Be fully accountable for completing work assignments by deadlines.

If you cannot commit to the competency standards and accountability requirements of the training program, please let me know so that we may allow the opportunity for someone else to attend the modules.

We request that you and your supervisor review the course requirements outlined in the following pages for attending the school. There are mandatory work performances and task measures built into the school that must be met by students in order to proceed through the six modules. Supervisors must ensure that students enrolled in the Certification School modules are given the time and support to independently perform the required work performance and competency task measures. Petroleum Engineering Technician training requirements for inspector certification is met after successful completion of the school. Once you have examined the attendance requirements, initial each page and sign and date the letter on the back page. Your signature indicates that you comprehend and will comply with the school requirements. Your supervisor and FO Manager must also sign the letter after review. **Email the signed letter to my attention by close of business November 27, 2017. This is your first assignment!! If not received by this date you will be removed from the attendance list and a person on the waitlist will be given an opportunity to receive training.**

If you have questions regarding the certification school, please contact me at your convenience. You may reach me by email at [pramstet@blm.gov](mailto:pramstet@blm.gov) or by calling me at (602) 906-5583.

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## Oil & Gas Compliance Certification School

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 & Enforcement (I&E) 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 only after students successfully fulfill prerequisite course assignments. **It is the Field Office supervisor responsibility to ensure that NTC is notified of any accommodations necessary for their employee at least three months prior to the training courses beginning so that accommodations may be obtained.**

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

#### Prerequisite Assignments - Module 1

Students are required to:

- Successfully fulfill the math course requirements outlined in WO IM 2008-129.
- 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 be dropped from the course.
- If a student cannot achieve an 80% or better on the prerequisite basic math assignment, they will be dropped from the course. NTC will notify the student/supervisor that remedial training is necessary before the student proceeds any further in the certification school training process.
- It is the student/supervisor responsibility to ensure that the student works independently on 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.
- If remedial work is needed the Field Office will identify what remedial efforts are administered and then 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. Field Offices will pay travel/per diem for any student sent home from a module.
- Complete assigned evening/weekend homework assignments during module by the deadline.
- Pass both the Basic Math exam of Module 1 and the overall Module 1 exam with scores of 80% or better before attending Module 2;
- If a student fails to obtain 80% but scores 70% or higher on either the Basic Math exam or the overall Module 1 exam, NTC will notify the student and their supervisor that the student is eligible for a remedial test. The remedial exam will be offered and administered within two weeks of the initial exam.

- NTC will work with the appropriate field office to schedule the location, date and time for the proctoring of the remedial exam. It is the responsibility of the student to prepare for and attend the remedial testing on the date specified. The Field Office may select from one of the options for remedial testing, bearing in mind that Field Offices will pay for travel/per diem for remedial testing if travel is necessary. Proctoring of the remedial exam will be administered by one of the following options:
  - 1) local accredited community college testing department as agreed to by NTC, or
  - 2) the State Office Human Resources (HR) department for the individual being tested.
  - 3) the test will be proctored by NTC, either at NTC or an agreed upon location;

The Field Office will inform NTC within 5 calendar days of student failure notification which of the above options has been selected and provide contact information in order to timely schedule the remedial test. NTC will schedule and confirm proctoring availability with the college testing department or State Office HR contact and schedule the test.

- The student must successfully pass the remedial exam with an 80% or better score. The student has one chance to pass the remedial exam. If the student fails the remedial exam, they may be enrolled in a future offering of Module 1 at Field Office expense. The student cannot proceed on through the other modules until they successfully complete Module 1.

#### 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. Field Offices will pay travel/per diem for any student sent home from a module.
- Complete assigned evening/weekend homework assignments during the module by the specified deadline.
- 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 optional if the score is 70% or higher, but any travel/per diem necessary for remedial testing will be at the Field Office's expense. 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 the Module as appropriate at Field Office expense.
  - If the initial test score is below 70%, remedial testing is not an option for Modules 2 through 6. In this case, the student must re-take the training module. Students are allowed to continue through Modules 3 through 6



## **COURSE SCHEDULE**

The course will be delivered in six modules, not to exceed two weeks per module. Module 1 of the FY2017 course offering will begin tentatively in late March or early May, 2018. Dates are subject to change. The following is a brief synopsis of each module:

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

Date: March or May, 2018

Location: To be determined (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: May, 2018 or July, 2018 (TBD)

Location: TBD

General Course Topics: Rig Components, Casing and Cementing, BOPE and Related Equipment, Mud Systems, Rig Inspections (including H<sub>2</sub>S), 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: July, 2018 or August, 2018 (TBD)

Location: TBD

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

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

### **Module 4 – Oil Measurement (Classroom and field exercises)**

Date: August, 2018 or September 2018 (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: FY2019 (October/Nov 2018) (TBD)

Location: TBD

General Course Topics: Gas Measurement Concepts and Theories, Gas Measurement Calculations, Electronic Flow Measurement

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

### **Module 6 – Production Accountability and Documentation (Classroom only)**

Date: FY2019 Dec, 2018? (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.