



## SafeLandUSA Program Agreement (Form SCO-03sl)

You indicated your intent to operate the HSE Rig Pass accreditation program in accordance with the SafeLandUSA requirements. You should be aware that the following additional requirements have been imposed by the SafeLandUSA Advisory Board:

- ✓ **Student Testing Process**—Student assessment by written test is required. In meeting this requirement each accredited training provider must have a written Student Assessment Policy ✓ and Procedures that governs student assessment processes, retesting, records retention, cheating, and the test out option. Specifically the accredited training provider must:
- Provide "test out" option to individuals requesting it—the test must contain 100 questions. A 90% score is required to pass the test. An individual failing the test must take the orientation.
  - Have a minimum of 4 tests – 2 tests/ class to be used with each test having 100 questions.
  - Maintain a pool of 300 test questions from which each test is taken.
  - Grade each test and retain the test score in each student's record—Passing score on the test is 70%.
  - Secure tests and test answer keys.
  - Print only exact number of tests and answer keys for students present.
  - Provide oral testing of any student who cannot read— OPTIONAL.
  - Verify that all tests are removed from classroom after the test.
  - Review all missed questions with student who pass test.
  - Assure test or answer sheet has the following written on it: test number, program name, student name, unique ID, test score, instructor name and date of completion. ✓

✓ **Photo Card of Completion**

- Check the student's identification before taking photo for photo Card of Completion.
- Issue Card of Completion containing a photo of the student (The card design must contain the SafeLandUSA logo, student photo, and barcode.)
- Assure that the photo taken meets all of the following: 1. Subject of photo should be student's head centered within frame, head shot only from top of hair to bottom of chin, full face view and eyes open, natural expression; 2. no hats, caps or sunglasses permitted; 3. blue background used for photo; 4. photo taken with digital camera with review feature and operated at the highest resolution setting; 5. photo clearly focused and cropped to 300x300 pixels; 6. photo file in .jpg format; 7. Lighting sufficient to allow all details of face to be clearly discernible, no distracting shadows on the back or background permitted; 8. do not retouch or enhance photo.
- Inform each student that he/she must update photo whenever the cardholder's appearance changes.

✓ **Facility** — The accredited training provider shall have a facility that provides an environment conducive to learning, and provide space adequate to conduct instruction, demonstration and hands-on interaction. In addition, the facility must:

- Be quiet, clean, temperature controlled, and well lit; and
- Provide seating, break area, and restrooms.

**Additional Administrative Requirements** — The accredited training provider shall:

- Have written class registration procedure; ✓
- Provide training for class registration personnel; ✓
- Maintain a sign-in sheet/log for each class that includes attendee's name, identifying number, date of training, and course name and number;
- Require that each student show valid identification at beginning of the course and test, and when having photo taken for Card of Completion (unless I-9 used as ID); 'Valid' identification ✓