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Certificate Extension Review

Dear Member,

In response to the Coronavirus (COVID-19) pandemic, we want to update you with the latest certificate extension guidance.

We expect many candidates will want to gain or renew their eCert in the coming months. Due to the continuing global travel restrictions and social distancing guidelines, we recently implemented virtual classroom training as an option to continue to train well operations crews globally. This initiative will help support accredited training centres with candidate demand.

We understand that some candidates may be unable to attend virtual classroom training. Therefore, IWCF's Board of Directors have agreed a further certification extension for candidates who cannot attend training for the following reasons.

- The candidate is unable to secure a place on a virtual training course because the centre's schedule is fully booked.
- Virtual classroom may not be available in the candidate's language.
- The candidate is working in a remote location where they are unable to travel and have limited time or access to a computer to take virtual classroom training.
- The candidate's employer does not want them to attend a virtual classroom training course.

To support candidates who are unable to attend virtual classroom training, we will implement the following measures.

Certificate Extensions

A certificate extension of 90 days will be granted to candidates who now have a certificate expiring between **17 February 2020** and **31 July 2020**. All candidates must apply to receive this extension using the online form on the IWCF website: <https://www.iwcf.org/covid-19-updates/>

Example: The candidate's initial certificate expires 31 July 2020. If they submit their details using the online form, the candidate will receive an additional 90 days. The new certificate expiry date is 29 October 2020.

Candidates with Current Certificate Extensions

If a candidate has already been granted a certificate extension and this expires, the candidate must apply for a further extension using the online form on the IWCF website: <https://www.iwcf.org/covid-19-updates/>



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Example: The candidate's certificate expired on 17 February 2020. The candidate submitted their details using the online form and received an initial extension of 90 days which then expires on 17 May 2020. The candidate must apply for a further 90-day extension through the online form on the IWCF website.

Virtual Classroom

We will recommend virtual classroom training to all candidates who have/will apply for a certificate extension. All candidates will be asked the reason why they are unable to attend virtual classroom training.

Example: The candidate's certificate expires 31 July 2020. The candidate must remain on a rig and is unable to complete a virtual classroom training course. The candidate must complete the online form on the IWCF website to apply for a certificate extension and state the reason they are unable to attend a virtual classroom training course.

Instructors and Assessors

All IWCF accredited instructors and assessors were granted a 90-day extension in March 2020. If an instructor or assessor requires a further extension, they must apply to receive this extension using the online form on the IWCF website: <https://www.iwcf.org/covid-19-updates/>

A question has been added to the online form for candidates to indicate if they are an instructor and/or assessor.

Example: An instructor's certificate expired on 17 February 2020. IWCF granted an initial extension of 90 days. This expired on 17 May 2020. IWCF will grant an additional extension of 90 days if the instructor is unable to attend a virtual classroom training course. The instructor must apply for an extension using the form on the IWCF website.

We will continue to monitor the developments and issue updates as required. Thank you for your support and understanding during this time.

Please contact us at iwcfinformation@iwcf.org if you have any questions.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Antony Quin', is written over a light blue grid background.

Antony Quin
Chief Executive Officer