



American
Petroleum
Institute

API-U®



API-U Non-Owned Training Provider Application

Application Overview

Thank you for your interest in the API-U Non-Owned Program. **This application must be used when applying to have a training course you have developed approved by API-U.** Please include as much detailed information as possible when completing the application and supplementary materials. All information is subject to investigation and applications may be rejected if the information supplied so warrants. If you have any questions, please send an email inquiry to apiuapplications@api.org.

Annual Application Window

Applications may be submitted within the application window of **June 1st to August 31st, 2022**

Application Requirements

If a training course is accepted into the API-U Non-Owned Program, it is considered "API-U approved" and may be presented as such. **API-U does not certify or accredit training courses or training providers.** There are several requirements that must be met in order for your training courses to be considered for approval, and applications will be rejected if the following criteria are not met.

- Applicants who have not yet been granted approval are prohibited from including any API-U/API logos or marks in the submitted course materials. Submittal of the application package does not entitle the applicant to use the API-U Mark or claim that API has approved an organization or training course.
- Training courses must teach to the knowledge of an API Standard, Recommended Practice, or Specification.
- Training courses must be exclusively for the purpose of education and may not offer test or examination preparation, nor may they result in any formal individual certification for the participants. Participants who successfully complete the course must be awarded a certificate of completion.

Approval Process

Application forms and supplementary course materials are shared with and evaluated by API staff and/or committee member subject matter experts (SMEs). The timeline for application review is dependent on the topic area and availability of SMEs. If approval is granted, API-U would initiate a contract with the training provider organization. The API-U training contract does not become effective until the date that it is executed by API. **API-U approved training providers under the Non-Owned Program pay a royalty of 20% of gross participant course fees for each API-U course conducted.**

Please check the box to acknowledge your understanding of the above application consideration requirements.

Submit application and supplementary materials to apiuapplications@api.org.



API-U Non-Owned Training Provider Application

Company Information

Name: _____

Address: _____

City: _____ State/Province: _____

Zip Code: _____ Country: _____

Company Contact: _____

Phone: _____ Email: _____

(Include country and city codes if outside the United States and Canada)

Website: _____ Social Media Outlets: _____

Areas of Operation (check below all that apply):		Years in Operation:	
<input type="checkbox"/> Aviation	<input type="checkbox"/> Inspection	<input type="checkbox"/> Oilfield Equipment Manufacturer	<input type="checkbox"/> Service
<input type="checkbox"/> Colleges and Universities	<input type="checkbox"/> Integrated	<input type="checkbox"/> Oilfield Service Company	<input type="checkbox"/> Software Provider
<input type="checkbox"/> Consultants	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Petrochemical	<input type="checkbox"/> Standards Association
<input type="checkbox"/> Converted	<input type="checkbox"/> Marine	<input type="checkbox"/> Petroleum	<input type="checkbox"/> State and Local Government
<input type="checkbox"/> Distribution	<input type="checkbox"/> Marine Service or Equipment	<input type="checkbox"/> Pipeline	<input type="checkbox"/> Training
<input type="checkbox"/> Downstream	<input type="checkbox"/> Measurement Equipment	<input type="checkbox"/> Pipeline Service or Equipment	<input type="checkbox"/> Upstream
<input type="checkbox"/> Drilling	Manufacturer	<input type="checkbox"/> Refining or Marketing	<input type="checkbox"/> Upstream Equipment and Service
<input type="checkbox"/> Engineering Design	<input type="checkbox"/> Midstream	Equipment Manufacturer	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Environmental Engineering	<input type="checkbox"/> Midstream Processor	<input type="checkbox"/> Reseller	
<input type="checkbox"/> Hotel	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Retail	

Describe any previous or current business relationships the organization had or has with API: _____

Current percentage of business focused on training: _____

Current number of training courses offered and in what subject matter (describe below or attach a training catalog/course listing): _____

Current methods used to market training courses: _____

Description of training facilities: _____

Estimated pricing of courses: _____



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Will you be instructing courses outside the United States? Yes No

If Yes, please list all countries: _____

Will you be instructing courses in any languages other than English? Yes No

If Yes, please list all languages: _____

Training Course Information

Course Title	API Standard/Recommended Practice/Specification Based On	Length of Course (days and hours)

* If more courses are proposed than the allotted space, please attach a separate document with the requested information

The following supplementary materials (in English) are required for each course:

1. Course Outline
 - Each outline should include the name of the API standard(s)/recommended practice(s), a course overview including learning objectives and list of modules, a breakdown of the course schedule, the length of the course, and the minimum/maximum class size.
2. Course Memo
 - Include a summary of the history of the course and the justification for approval. How long has the course been offered, or is it newly developed? If currently offered, indicate how many courses are conducted per year and the number of annual participants. If newly developed, estimate projections for the number of courses conducted and participants trained per year.
3. Course Calendar
 - Include the course calendar for each submitted course. If calendar is not available, please provide the frequency of course dates.
4. Course PowerPoint/Presentation (with student workbook and/or facilitator guide, if applicable)
5. Course Exam (if applicable)
 - Include exam if one is required.
 - Include passing grade percentage.
6. Copy of Certificate of Completion you provide attendees (if applicable)



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Instructor Information – All instructors must have experience in training to be reviewed.

Instructor Name	Job Title

*CVs must be attached for all instructors.

** If more instructors are proposed than the allotted space, please attach a separate document with the requested information.

All instructor CVs must include:

1. Instructor Name
2. Job History
3. Training Experience
4. Education History

Submit application and supplementary materials to apiuapplications@api.org.