



API-U Owned Training Provider Application

2022 REVISION



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Introduction

Thank you for your interest in the API-U Owned Program. This application must be used when an organization is applying to become an API-U approved training provider AND an individual trainer under the organization is applying to teach the following training courses developed by API: API Specification Q1 9th Edition Fundamentals and Practitioner Training; API Specification Q2 Fundamentals and Practitioner Training; API Fundamentals of Auditing and Lead Auditing Training.

There are four parts to this application. PART 1 outlines application requirements for submitting a complete application package. PART 2 outlines the selection criteria required for approval consideration. PART 3 outlines the guidelines for approved training providers under the API-U Owned Program. PART 4 is the application form which provides the basic information required on the company level and individual trainer level.

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 apiapplications@api.org.

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PART 1 - Application Requirements

Annual Application Window

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

Please check below the API-U owned training courses you are applying to offer:

- API Specification Q1 9th Edition Fundamentals and Practitioner Training
- API Specification Q2 Fundamentals and Practitioner Training
- API Fundamentals of Auditing and Lead Auditing Training

Supplementary Materials

The following supplementary materials must be submitted (in English) with this application form:

1. CV of individual instructor
2. Individual instructor evidence: provide supporting documentation in the form of resumes, qualification records, training records, certificates, audit logs, and any other related materials that meet the minimum requirements to be considered qualified.
3. Company evidence: provide supporting documentation in the form of current training schedules and examples of marketing materials.
4. Justification memo: answer the following questions in a ≤1-page memo format:
 - Why should API consider your organization to be an API-U approved training provider under the Owned Program? Your response should include how it fits in your company's business model, potential market, and expertise in quality management systems.
 - Why should API consider you as an individual trainer to be approved to teach the API-U owned training courses under the above organization? Your response should expand on your education, employment history (particularly in the oil and gas/manufacturing/service industry), relevant training and certifications, management system experience, auditing experience, and experience as a trainer/instructor.

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Part 2 - Selection Criteria

Applicants will be assessed against the following criteria.

Company Qualifications

1. **Regional Need** – the size of the potential market and how many current API-U providers exist in the region
2. **Company Profile** – previous experience in auditing, consulting, and/or training
3. **Instructor Credentials** – see Individual Trainer Qualifications below

Individual Trainer Qualifications

1. Education

- Minimum - high school diploma or equivalent GED with technical training
- Desired - university/college (post-secondary) degree in a technical field

2. Training

- Auditing techniques (API Spec Q1, API Spec Q2, ISO 14001 and/or OHSAS 18001 Lead Auditor Course, internal auditor training, ISO 19011 training, other lead auditor training)
- QMS standards (API Spec Q1, API Spec Q2, ISO 9001, ISO 14001, OHSAS 18001, etc.)
- Technical training (ASME inspections, welding, service industry training, etc.)

3. Current Auditor or Lead Auditor Certification from a third-party international or national personnel/auditor certification body (IRCA, RAB-QSA, etc.) or equivalent experience, skills, knowledge, and ability which may include any or all of the following:

- Previous certification as an auditor from a recognized national or international certification body
- Over four (4) years' experience performing quality management system audits (third or second-party audits) in the oil and gas industry
- Over seven (7) years technical experience in equipment manufacturing, inspection or other related activities within the oil and gas industry
- Technical and auditing competence that can be verified through referral, references, previous performance evaluation/observation reports, review of audit and inspection reports, or other documented reporting and evaluation
- Verification that the applicant has successfully completed training and examination on quality management system and/or other technical standards (i.e., lead auditor training in API Spec Q1, API Spec Q2 and ISO 9001; ASME inspector training, etc.)
- Past documented performance history performing audits and/or other technically related services on behalf of API

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Part 3 - Owned Program Guidelines

Approval Process

Submittal of the application package does not entitle the applicant to use the API-U Mark or claim that API has approved an organization and/or individual trainer. If the application meets initial qualifications for approval, the individual trainer(s) would then be required to attend an API-U Train the Trainer event where their knowledge of the standard and teaching skills would be assessed to determine if they qualify to be part of the program under their organization. Upon successful completion of the Train the Trainer event, API-U would initiate a contract with the organization and grant approval to the individual trainer(s). The API-U Owned Program training contract does not become effective until the date that it is executed by API. **API-U approved training providers under the Owned Program pay a royalty of 30% of gross participant course fees for each API-U course conducted.**

Approved Owned Training Provider Responsibilities

Providers are responsible for:

- The marketing and promotion of their API-U Courses. API makes no guarantees of success and no commitment with respect to the amount of revenue that will be earned by the training provider under the agreement.
- Scheduling courses, pricing course fees, fielding inquiries from potential participants and collecting participant registrations and payments.
- Course preparation including but not limited to booking classroom facilities and/or virtual training platforms and distributing course materials to participants.
- Submitting course rosters and participant feedback forms to API for invoicing and record-keeping purposes.
- Awarding an API-U certificate of completion to participants upon successful completion of public and private courses.

Approved Owned Training Provider Benefits

- Use of the “API-U Proud Provider” logo
- Organization listed in API-U Approved Training Provider Directory and public courses promoted to a global audience through the API-U Calendar, API’s SmartBrief newsletter, social media and other relevant channels
- Use of API Spec Q1, API Spec Q2, and/or Auditor Series curriculum and API-U Certificate of Completion

Approved Owned Training Provider Restrictions

API-U has established restrictions related to the use of API branding and our intellectual property. Restrictions include but are not limited to the below list. Approved providers should refer to their API-U contract and API-U Trainer Code of Ethics for further details.

- Providers may not use any other API-U/API logos besides the API-U Proud Provider logo. Providers may not use the API-U Proud Provider logo without prior written approval by API-U.
- Providers may not make any reference to API or any API publication in their company or personal website URL (this includes social media profiles, usernames, etc.).
- Providers may not make claims that API-U courses result in any kind of API Certification. API-U/API does not endorse any individual certifications resulting from API-U courses.
- Providers may not offer non-API-U branded courses on the same or similar subject matters as their API-U approved courses.
- API-U approved courses must be taught by API-U individually approved instructors only. Providers may not subcontract the obligations outlined in their API-U contract to any other third party.
- Providers will refer to themselves and their API-U training courses as “API-U approved”. Other language such as “certified, qualified, partnered, licensed, authorized, endorsed, joint, etc.” is prohibited.

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Part 4 - Application

Company Profile

Company Name: _____

Address: _____

City: _____

State/Province: _____

Zip Code: _____

Country: _____

Company Contact: _____

Phone: _____

Email: _____

Website: _____

Social Media Outlets: _____

Years in Operation: _____

Areas of Operation (check below all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Aviation | <input type="checkbox"/> Marine | <input type="checkbox"/> Refining or Marketing Equipment Manufacturer |
| <input type="checkbox"/> Colleges and Universities | <input type="checkbox"/> Marine Service or Equipment Manufacturer | <input type="checkbox"/> Reseller |
| <input type="checkbox"/> Consultants | <input type="checkbox"/> Measurement Equipment Manufacturer | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Converted | <input type="checkbox"/> Midstream | <input type="checkbox"/> Service |
| <input type="checkbox"/> Distribution | <input type="checkbox"/> Midstream Processor | <input type="checkbox"/> Software Provider |
| <input type="checkbox"/> Downstream | <input type="checkbox"/> Non-Profit | <input type="checkbox"/> Standards Association |
| <input type="checkbox"/> Drilling | <input type="checkbox"/> Oilfield Equipment Manufacturer | <input type="checkbox"/> State and Local Government |
| <input type="checkbox"/> Engineering Design | <input type="checkbox"/> Oilfield Service Company | <input type="checkbox"/> Training |
| <input type="checkbox"/> Environmental Engineering | <input type="checkbox"/> Petrochemical | <input type="checkbox"/> Upstream |
| <input type="checkbox"/> Hotel | <input type="checkbox"/> Petroleum | <input type="checkbox"/> Upstream Equipment and Service |
| <input type="checkbox"/> Inspection | <input type="checkbox"/> Pipeline | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Integrated | <input type="checkbox"/> Pipeline Service or Equipment | |
| <input type="checkbox"/> Manufacturing | | |

Describe any previous or current business relationships you had or have 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: _____

Estimated pricing of training courses: _____

Description of training facilities: _____

Will you be instructing courses outside of the United States? Y N

If yes, please list all countries: _____

Will you be instructing courses in any languages other than English? Y N

If yes, please list all languages: _____

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Individual Instructor Profile

Last Name: _____

First Name: _____ Middle Initial: _____

Company: _____

Street Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____

Telephone Number: _____ Cell Number: _____
(Include country and city codes if outside the United States and Canada)

Email Address: _____

Language(s) Spoken: _____

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

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