

CONTINUING EDUCATION

PURPOSE

SPE's Continuing Education Program focuses on the second half of SPE's mission, "to provide opportunities for professionals to enhance their technical and professional competence." Activities undertaken at the section level typically help members keep current with the rapidly changing technology in the petroleum industry. Continuing education helps members maintain professionalism and avoid obsolescence.

STRUCTURE

Each section will approach continuing education differently depending on the section's size and activity level. Sections with the most successful programs generally have a chairperson who serves more than 1 year and a committee of three to five members who also serve more than 1 year, with staggered terms. Some continuing education committees appoint one member to each aspect of an event, such as one person to oversee arrangements, another to be responsible for registration, and still another for publicity. Another option is to assign committee members to specific events for which they would be responsible for all the event activities.

OPERATIONS

Setting Objectives

The first step in creating a successful continuing education program is to set long- and short-range objectives. After you identify the objectives, then identify the necessary activities and a timetable.

If your section holds a planning meeting at the beginning of the section year, the continuing education committee will gain some insight into the educational needs of your section. After analyzing those needs, you can write measurable goals that can be obtained within a specific time frame

Determining the Section's Interests and Needs

There are many simple and effective ways to assess the section's continuing education needs. Your section study groups or subcommittees may be able to help select appropriate continuing education program topics. Member interest surveys can be conducted through the section newsletter.

In addition to determining the content of the program to be offered, consider the program's length. A program that requires more than 1–2 days away from the participant's job may affect the number of people who will register for the course. It is often more effective to break a complex or lengthy topic into

smaller sessions of 1–2 days. One section has recently been successful with a program offered over the lunch hour 1 day a week for 6 weeks. Be sure the program does not try to cover too much material at one time.

Setting a Plan of Action

Note: SPE is in the process of expanding its continuing education program. As a result, many things will be changing and some are not known at this time. As additional information is available it will be placed on the SPE website. An update to this section of this manual will be posted online when additional information is available.

Short courses approved for presentation by the SPE Continuing Education Committee (CEC) may be found at www.spe.org/short_courses.

When conducting an SPE-approved short course, the section assumes all administrative responsibility. The SPE industry training and development manager provides a reproducible set of course notes and confirms instructor availability on the date requested. The section is responsible for all expenses associated with conducting the course, including instructor expenses and stipend. The SPE industry training and development manager will list course dates and location on the SPE Course Calendar, provided upon request. To compensate SPE for expenses incurred during course development, upon completion of the course, the section will pay to SPE, for each paid course registrant, an amount equal to 10% of the member registration fee. For example, if the SPE standard registration fee is USD 550, then the course development fee will be USD 55 per registrant.

SPE is currently reviewing course fees and instructor stipends. SPE policy allows for sections to charge slightly more per registrant than the SPE does to assist in covering the costs associated with instructor travel and special costs such as audio/visual. More information will be provided once SPE completes its review of pricing.

When sponsoring a short course, section members can be assigned to handle registration, publicity, instructor lodging and transportation, refreshment breaks, and facilities setup. If the responsibility of program preparation activities is spread among members of an ad hoc committee, each participating member will have a stake in the outcome of the program and can share in the recognition and in the rewards of serving the local membership.

SCHEDULING SHORT COURSES IN CONJUNCTION WITH SPE REGIONAL OR TOPICAL MEETINGS AND SECTION-SPONSORED EVENTS

Option A—SPE Sponsoring Organizations

The board has adopted a policy encouraging the practice of staging continuing education programs in conjunction with SPE meetings. Planning committees for regional or topical meetings may sponsor a short course, or program of courses, to coincide with their conference. SPE also offers opportunities for sponsoring continuing education courses at the local level through its 160 sections worldwide.

Through this option, continuing education programs are contracted out to the SPE regional/topical meeting or an SPE section, which will act as the sponsoring organization. The sponsoring organization assumes all administrative responsibility for conducting the course(s) and retains all the revenues except for a 10% course development fee paid to SPE. Many SPE sections have found that offering courses under Option A is an excellent way to raise funds for scholarships and other activities.

Option B—SPE Sponsored Events

Under Option B, courses and workshops are administered solely by the society. Any host organization, such as an SPE section, a regional/topical meeting planning committee, or a corporation/company outsourcing their technical training, may request that SPE conduct courses. SPE retains all income from the registration and provides all support for offering the course(s).

CHOOSING COURSES

SPE approved short courses can be found at www.spe.org/go/short_courses.

Additional information on selection of courses for offering at the section level will be available soon.

TIMELINE CHECKLIST FOR SCHEDULING SHORT COURSES

Day -100

- Select the course(s), location, date(s), administrative option, and sponsor

Day -95

- Confirm availability of instructor(s) through the SPE industry training and development manager
- Request that the SPE industry training and development manager send a confirmation letter to the section and the instructor(s)

Day -90

- Submit publicity copy for *JPT*/meetings programs/section newsletters

Day -85

- Finalize the preliminary budget in communication between the section and SPE staff
- Finalize the publicity plan

Day -80

- Finalize room and catering arrangements with the facility
- Reserve lodging for the instructor(s)

Day -70

- Print labels for publicity flyer distribution
- Finalize copy for publicity flyer and send to the printer and/or mail service
- Send news releases to industry bulletins, magazines, and journals (optional)

Day -65

- Mail publicity flyer
- Finalize the arrangements for reproducing course notes
- Deadline for instructor to submit changes to notes

Day -14

- Preregistration deadline—no refunds for cancellations after this date
- Mail the preregistration list to the instructor(s)
- Order course note reproduction

Note: In the event of unacceptable registration levels, the short course may be canceled at this time.

Day -5

- Confirm with on-site course coordinator the receipt of registration materials, course notebooks, preregistration list, name badges, completion certificates, and evaluation forms

Day -1

- Confirm arrival of the instructor(s)

Day of the course

- Check classroom setup and arrangements for refreshment breaks
- Conduct on-site registration
- Distribute name badges and course materials
- During the final break period, collect the evaluation forms

Day +1

- Conduct a preliminary review of the course
- Send completed evaluations to the SPE industry training and development manager
- Send excess materials, registration forms and list, all monies received during on-site registration, and expense receipts

Day +20

- Confirm receipt of expense reports from the instructor(s) and sponsor
- Finalize accounting
- Send the SPE industry training and development manager a copy of the registration list in order to be invoiced for the course development fee

Day +30

- Confirm that instructor(s) receive payment of stipend and expenses
- Confirm that the sponsor receives expenses and share of net proceeds as appropriate
- Send evaluation forms summarized and forwarded from the SPE industry training and development manager to the sponsor, instructors, and CEC

For more information, contact

Society of Petroleum Engineers

Attn: Industry Training and Development Manager

222 Palisades Creek Dr.

Richardson, TX 75080-2040 USA

Tel.: +972.952.9393

Fax: +1.972.952.9435

Email: professionaldevelopment@spe.org