

Instructions for Education Materials

JCORE-approved materials are expected to serve a worldwide audience. The content must reasonably relate to different units (e.g., barrels, cubic meters) and different standards (e.g., SEC, Russian or SPE reserve definitions). For guidance on units (including conversion factors), see the [SPE Style Guide](#) and the [SPE Standards for Units and Conversion factors](#).

Submitted materials must:

- Be delivered in English for consideration for approval and as the base version for any subsequent translations
- Include a list of abbreviations/acronyms used and the definition of what each represents
- Include the JCORET Disclaimer text (found below) as a separate slide in presentations or a single page in written materials

JCORET Disclaimer

The information contained in this course has been approved by the sponsors whose identifying logos are shown on the introductory slide. Course participants are hereby advised that course sponsors and the presenter(s) assume no liability for the misuse or improper application of the training guidance contained herein.

This course was approved by JCORET on <<insert date>> based on the then available information and regulations. Any subsequent changes to available information and/or regulations may have been reflected in course content only if these changes are minor and consistent with the overall course content.

Additionally, sponsor approval and endorsement of this training course includes both the course materials and the course presenter. Presentation of this course as JCORET approved (including use of JCORET logos) by unauthorized individuals is prohibited.

Review of Optional Materials

Course design will sometimes include materials that may or may not be covered based on the specific audience needs or length of the course. JCORET needs to review all materials that may be used, including these “optional” materials, to ensure all materials presented in a JCORET approved course meet our standards. (It is helpful but not required if such “optional” materials are noted for JCORET review.) After all materials are approved for use, the author can then choose from the approved “optional” materials that are appropriate for a specific audience.

Author Revisions to JCORET approved materials

Minor revisions to materials approved by JCORET, such as text revisions that express the same meaning, are a normal part of training course improvements. Such minor modifications are allowed without the need for re-review by JCORET. However, any significant change to JCORET approved materials, such as where a new topic or method is added or any change that creates a new meaning should first be approved by JCORET for the course to remain JCORET approved. Additionally, at the option of JCORET, previously approved courses may be reviewed again to ensure the materials remain up-to-date on the course topic.