

# **NATIONAL ASSOCIATION OF LEASE AND TITLE ANALYSTS**

## **VOLUNTARY CERTIFICATION PROGRAM**

Effective January 1, 1989

Amended Effective June 3, 1994; September 18, 1996;

June 1, 2003, effective December 31, 2003; May 8, 2006, and October 1, 2007

### **I. OBJECTIVE**

The primary goal of the Certification Program is to enhance the professional status of lease and title analysts, and to provide a reliable standard of excellence and achievement that is readily accepted within the energy industry, by the public and among professional peer groups. Thus, a Certified Professional Lease and Title Analyst (CPLTA) will be recognized as one who exemplifies the highest standard of experience, competence and integrity in the practice of his/her profession.

### **II. CERTIFICATION COMMITTEE**

A standing Certification Committee, hereinafter referred to as the "Committee" or "Certification Committee," shall administer and implement the Program. The Certification Director shall be presented to the membership with the slate of officers and shall be elected by majority vote of the membership. The Director must have recent experience on the Certification Committee in order to serve as Director. The Certification Director shall appoint Committee Members and designate responsibilities, with the exception of local chapter Certification Liaisons, which shall be selected by their chapter. Both appointed members and the local chapter Certification Liaisons will be voting members of the Committee.

The Director or a Certification Committee member may represent the Committee at NALTA Board Meetings, but only the Director, as a board member, may cast a vote on board business. Each member shall serve a one-year term, with consecutive terms allowed. Upon the occurrence of a vacancy on the committee, the Certification Chairman may appoint a CPLTA in good standing to serve in the vacated position for the remainder of term. (However, this authority is not meant to preclude a local chapter from naming its own replacement Certification Liaison).

The Committee shall be responsible for implementing the Program, and may conduct formal meetings, when necessary, after reasonable notice, to accomplish the task. Attendance may be in person, tele-conference, or by e-mail in order to obtain a quorum of at least 51% for all actions. The final work product, if any, shall be considered the meeting record. Formal meeting minutes are not required.

Actions on applications for certification and/or re-certification and all other issues brought before the Committee will be adopted by a majority vote. The Committee shall establish and maintain standard procedures, including assessment of fees, to administer policy. These procedures may be revised as deemed necessary by the Committee and as updated, are to be presented for ratification at a regularly scheduled meeting of the NALTA Board of Directors.

Committee funds will be a portion of the general fund of NALTA and the Committee shall be authorized to expend funds in this account to carry out the terms and business of the Program. The NALTA Treasurer will reimburse the Committee as required in the conduct of its business.

While serving as a member of the Committee, no member shall write a verification or Sponsor Form for any CPLTA applicant.

### **III. REQUIREMENTS FOR CERTIFICATION**

#### **WORK EXPERIENCE**

To qualify for candidacy, each applicant must furnish evidence of having completed a minimum of seven years of full-time work experience (or work/study equivalent) directly related to lease and title analysis and lease administration within the energy industry, or in a related supervisory or management position.

The program is available to all lease and title analysts, whether or not a member of the National Association of Lease and Title Analysts, hereinafter referred to as "NALTA".

For purposes of determining relevant work experience, "energy industry" is primarily defined as drilling for hydrocarbons, as exemplified by the Oil and Gas industry. The Certification Committee at its discretion may also consider experience in other extractive industries, such as but not limited to coal mining and hard rock mining, if deemed on an individual basis to be of similar background and relevant. The Certification Committee at its discretion may also consider experience with real property aspects of alternative energy industries, such as but not limited to wind power, solar power, geothermal power, etc., if deemed on an individual basis to be similar background and relevant.

#### **ACADEMIC ACHIEVEMENT**

A maximum of three years' credit may be granted toward the seven-year work/study requirement based on evidence of the applicant's having attained certain recognized levels of academic achievement. Credit is allocated as follows:

Two years' credit for having earned a bachelor's degree from an accredited college or university.

One year additional credit for an advanced degree in business, law or other approved program or if the bachelor's degree is in petroleum/mineral land management at an institution approved by the American Association of Professional Landmen.

#### **ETHICS AND INTEGRITY**

Each applicant must satisfy the standards of character and integrity as set out in the code of Ethics of the by-laws of NALTA. The candidate's signature on the application form warrants his/her personal acknowledgement and acceptance of the conditions and responsibilities that go with the designation CPLTA and constitutes a sworn affidavit as to the truth of all statements made in the application.

### **IV. APPLICATION FOR CERTIFICATION**

Each applicant must submit an application and non-refundable application fee. The amount of the fee is set by the certification committee and may be changed from time to time. The application fee will be less for NALTA members than for non-NALTA members making application. Three Sponsor Forms must be completed and returned by a past or present supervisor and two co-workers or associates, preferably NALTA members who, based on their personal knowledge, confirm that the applicant's technical competence and depth of experience in lease and title analysis satisfy the established criteria for candidacy. In the event the applicant is unable to obtain a supervisor and/or co-workers as sponsors, the applicant must submit a written request, attached to the application, for this requirement to be waived by the Committee. The applicant may be

required to furnish additional written information to the Committee before approval is granted to waive all or part of the requirement for sponsors.

To assess an applicant's eligibility for candidacy, the local liaison for the applicant's geographic area will review the application and verify that all requirements have been satisfied. If no local liaison exists, the Committee will obtain verification and recommendations from original sources. An application will be considered complete only after the Committee has received all forms and recommendations and all applicable fees have been paid

Each approved candidate's name and address will be published in the next ensuing issue of the *NALTA News*, or on the NALTA website. Any member who believes there is just cause for withholding certification will have forty-five days from the date of publication to submit his/her views in a signed statement to the Committee. All such statements will be investigated and resolved. As with every other phase of the certification process, strict confidentiality will be maintained.

Each applicant will receive written or email notice of the Committee's decision to approve candidacy. Upcoming schedules for local CPLTA Review courses and examinations will be published in the *NALTA News* and/or published on the website. In the event candidacy is denied, the reason(s) will be specified and the applicant will have forty-five days after the receipt of notice to file an appeal with the Board of Directors of NALTA. Following a review of the fact situation, the Board's decision will be final.

## **V. EXAMINATION PROCESS**

Upon approval of candidacy by the Committee, each candidate shall have two years to sit for and pass a certification examination designed to assess his/her overall knowledge and command of lease and title work. Should this time limit lapse before sitting for the exam, the candidate must re-apply and go through the approval process from the beginning.

The Certification Committee will set the cost of sitting for the CPLTA exam. The examination fee will be the same for NALTA members and non-members. The examination will be objective in format, covering such topics as leases, title, contracts, conveyances, pooling, unitization, and lease administration. Upon receipt of test results from the testing entity, the Committee will notify each candidate of the test results on a pass/fail basis as to each section of three sections. Exact numerical scores will not be given, nor will a candidate be allowed to see his/her examination once the test has been taken. A candidate who fails all or part of the examination will be allowed to retake and pass the examination covering the applicable part(s) only. A candidate may request no more than two retakes of any part. The first re-take will be without cost. If a second re-take is necessary, another examination fee will be required. Failure to pass all sections of the examination in two retakes will require the applicant to re-apply for certification and be re-approved by the Committee. The first and second re-takes of the examination must be concluded within the two-year timeframe following approval to sit for the examination. Should re-application be necessary, such re-application may be made at any time.

Upon successful completion of all sections of the certification examination, the candidate shall be notified by the Committee by phone, mail or email and the candidate will be given a unique certification number and asked to fill in a form showing how they would like their name to appear on their certification certificate and the address to which the certificate should be mailed. The effective date of certification will be the first day of the month following completion of the grading of the examination.

The Committee shall maintain final authority for selecting cities as sites for the examination and/or review. The local CPLTA Liaisons will be charged with encouraging the taking of the examination and/or review in various locations and helping to coordinate the process of examination and review.

## VI. RE-CERTIFICATION

Re-certification will occur at five-year intervals and will be contingent upon the satisfaction of continuing eligibility requirements. The certified analyst must continue to demonstrate the high standards required of a CPLTA. In addition, demonstration of an on-going program of educational and professional development is required.

To qualify for re-certification, the CPLTA must accrue fifty re-certification credits within the prescribed five-year certification period. The certification period is more fully described as follows:

1. The initial certification period is defined as the remainder of the calendar year following the date of initial certification as a CPLTA, plus the following five full calendar years. Expiration date will be December 31 of the last full calendar year.
2. Subsequent recertification periods will be the five full calendar years following successful recertification, beginning on January 1 of the first full calendar year, and expiring on December 31 of the last year.

Re-certification credits are earned based on continuing education credits as described in Section VI-B, below. Otherwise, the re-certification credit requirement may be fully satisfied by re-testing, as described in Section V, above.

Re-certification points shall be divided into core and non-core points. Core points will be accrued through attendance at educational events, teaching or authoring a paper (as described below) relating to energy industry topics only.

Non-core points will be accrued for attendance at educational events, teaching or authoring a paper on non-energy industry topics, for example:

1. Computer software or hardware courses, including vendor user conferences.
2. Management or Psychology courses applicable to the CPLTA's workplace, or any other non-energy industry subjects having application to the CPLTA's workplace.

Courses or programs, or portions of courses or programs, considered introductory, rudimentary, beginning, basic, or otherwise considered to be part of the CPLTA's basic foundation of knowledge will also be classified as non-core, even if otherwise energy industry related. (However, this provision is not meant to exclude from credit review topics at a reasonable skill and experience level which are presented by a local NALTA chapter as part of their monthly luncheon speaker presentations). A maximum of fifteen non-core points will be allowed for any five-year re-certification period.

At its option, the Certification Committee may find an educational event or course to be of such remote application to the Title Analyst's workplace as to decline any accreditation.

(For purposes of determining recertification credits, the term "energy industry" is as defined in Section III, Requirements for Certification, above).

Each CPLTA is responsible, in conjunction with the local CPLTA Liaison, for reporting and tracking the number of re-certification credits earned for educational programs attended and/or other activities approved for re-certification points. Each CPLTA will complete and submit a NALTA Affidavit of Attendance for each program attended and for which the CPLTA wishes to receive re-certification credit. ***The affidavit must be submitted within six months of the event for***

***the credits to be counted toward re-certification.*** The local CPLTA Liaisons are charged with maintaining accurate records for each CPLTA in their chapter and for furnishing each CPLTA and the Certification Director every year a report of all credits earned up to the date of the report. If there are discrepancies between the CPLTA and the CPLTA Liaison with respect to credits earned, every attempt will be made to reconcile the records of both parties. The Certification Committee will conduct arbitration if differences are irreconcilable and the decision of the committee will prevail in case of further disagreement. There will be a reasonable fee charged for re-certification to cover cost of the new certificate and administrative costs.

- A.** Re-certification credits may be earned by attendance at the following events and must be reported as described below:

**NALTA-SPONSORED ANNUAL MEETINGS**

Submit completed, signed affidavit

**ACCREDITED NALTA/NON-NALTA EDUCATIONAL PROGRAMS**, e.g. NADOA or AAPL conferences or seminars presented by local or national energy industry groups.

**NON-ACCREDITED CONTINUING EDUCATION PROGRAMS**

Contact the Certification Committee Chairman or local chapter Certification Committee Liaison, as appropriate. For further direction, see Section VII: Standards for approval of Continuing Education Programs. (Former language directed all communication be directed to the “Certification Director”, was somewhat in conflict with actual practice, and a partial overlap With Section VII).

For purposes of determining credits for re-certification, one hour shall be defined as approximately 50-60 minutes including question and answer sessions without break or interruption. Continuous instruction may include panel discussion with more than one speaker per topic. No partial credits will be awarded. The local CPLTA Liaison may evaluate any shorter programs and if such shorter program is particularly relevant, timely or useful to the members, may approve that program for one re-certification credit, and such credit shall not be arbitrarily withheld.

- B.** Additional credits may be earned as follows:

Teaching an approved, continuing education program for lease and title analysts accompanied by thorough, high-quality, readable and carefully prepared written materials will qualify for re-certification credit on the basis of two credits for each hour of instruction. Commercial instructors, paid instructors, instructors presenting their own material for a fee (excluding reasonable travel expenses), or otherwise for-profit instructors will not receive re-certification credit for teaching the class for which they are being monetarily compensated.

Teaching in an accredited college or university or teaching an industry-related course in an accredited school will earn re-certification credit on the basis of five credits for each semester hour of academic credit awarded by the school for the course.

Successful completion, with a grade of “C” or better, of approved Petroleum Land Technology or Petroleum Land Management courses at an accredited two- or four-year college or university will earn re-certification credits based on three credits for each semester hour of academic credit awarded by the school for the course. Evidence of satisfaction of course requirement and grade documentation must be presented to the Certification Committee within sixty days following completion of the course.

At the discretion of the Committee, a CPLTA may be granted three re-certification credits for each of the following activities, not to exceed fifteen credits earned during each five-year re-certification period.

1. Authoring a technical article actually published in an energy industry-related publication.
2. Presenting a technical paper to the membership of any approved energy industry organization.

At the discretion of the Committee, a CPLTA may be granted two re-certification credits for the following activity, not to exceed ten credits earned during each five-year re-certification period.

1. Serving for a full term on the Board of Directors of any local, NALTA-affiliated chapter as an elected officer; or serving a full term as a local chapter Certification Committee Liaison; or serving for a full term on the NALTA Board of Directors as an elected officer.

A CPLTA will receive re-certification credit only once in a five-year period for attendance at identical seminars, except for the NALTA CPLTA Certification Review, which may receive credit for up to two times during any five-year re-certification period. Any material re-presented at any annual NALTA Conference shall be considered an exception.

## **VII. STANDARDS FOR APPROVAL OF CONTINUING EDUCATION PROGRAMS**

The following standards shall govern the approval of continuing education programs by the Committee:

The program must be offered by a sponsor having substantial, recent experience in providing continuing education in energy industry programs, or demonstrated ability to organize and present such programs. "Demonstrated ability" will be assessed based on the extent to which individuals with appropriate training or educational experience are involved in the planning, instruction and supervision of the program.

The program itself must be conducted by an individual or group qualified by practical or academic experience. The program, including the named, advertised participants, must be conducted substantially as planned, subject to emergency withdrawals and alterations.

Approval may be given for programs where audiovisual recorded or reproduced material is used. Television video programs and motion picture programs with sound shall qualify as continuing education credit, provided the original program was approved by continuing education credit as provided herein, or provided that the visual recorded program has been approved by the Certification Committee under these rules.

Programs that cross academic lines may be considered for approval.

Any not-for-profit professional or educational organization or individual desiring approval recertification credits for a single-offering course or program shall apply to the applicable local chapter Certification Committee Liaison, by submitting full and adequate supporting documentation within a reasonable time prior to the scheduled date of the course or program. Within 21 days following receipt of the request, the local chapter Certification Committee Liaison will advise the applicant in writing whether the program is approved or disapproved for re-

certification credit. Applicants who are denied approval of a program may appeal such decision by submitting a letter of appeal to the Certification Committee Chairman within fifteen days following receipt of notice from the local chapter Certification Committee Liaison. The Certification Committee Chairman may rule on the request or call for a vote of the entire Committee.

Any for-profit or commercial organization or individual, or any organization or individual desiring approval of recertification credits for a repeating, or multiple-offering, or multiple-location course or program shall apply to the Certification Committee chairman by submitting full and adequate supporting documentation within a reasonable time prior to the scheduled date of the course or program. Within two months following receipt of the request, the Certification Committee chairman will, after consulting with and with the advice of the local Certification Committee Liaisons, notify the applicant in writing whether the program is approved or disapproved for re-certification credit, and the type and amount of credits approved. The same number of credits will be approved for each offering and location, and the approval will extend for identical courses or programs for a period of two years. Applicants who are denied approval of a program may appeal such decision by submitting a letter of appeal to the Certification Committee chairman within fifteen days following receipt of notice from the Certification Committee chairman, who will call for a vote of the entire Committee.

Any educational event conducted by another national energy industry-related professional organization, e.g. NADOA, AAPL, NARO, etc., will be evaluated on the same basis as a NALTA educational event.

Any CPLTA requesting recertification points for individual attendance at a Non-accredited course or program shall apply to the local Certification Committee Liaison by submitting a signed, written request with attached supporting documentation as follows:

- 1) If approval is requested before the course or program is presented, the supporting documentation should be submitted within a reasonable time prior to the scheduled date of the course or program.
- 2) If approval is requested after the applicant has attended the program, the supporting documentation must be submitted within ninety days following the date the course or program was presented.

Whether or not previously approved for NALTA re-certification credits, a signed copy of a sponsoring industry-related professional organization's attendance affidavit will be considered adequate documentation to qualify for a single credit. Additional credits may be requested by furnishing a fully-timed agenda documenting the topics covered in each instruction segment and/or other documentation sufficient to establish the length, quality, and depth of the educational event, sufficient to establish if granting credit is appropriate, and if so what type of credit and number of credits should be granted.

The local Certification Committee Liaison will advise the applicant in writing if the program is not approved. Requestors denied approval of a program may appeal such decision by submitting a letter of appeal to the Certification Committee Chairman within fifteen days following the receipt of the notice of non-approval. Approved programs will be posted to the requestor's CPLTA records.

The provider or sponsor of an approved continuing education program may include the following notice in its advertisements or publications:

"This course has been approved for \_\_\_\_ points (or hours) of continuing education credit by the National Association of Lease and Title Analysts Certification Committee." Whether the credits are Core or Non-core shall be fully disclosed.

## **VIII. APPLICATION FOR RE-CERTIFICATION**

The CPLTA shall apply for re-certification at least ninety days prior to the expiration of the fifth year of certification and every five years thereafter, except as provided for in Section VI, as long as re-certification is desired or allowed.

Upon receipt of the completed application form and applicable fees, the CPLTA's name will be published in the *NALTA News* or other official publication of NALTA. Any objections to re-certification must be submitted in writing and signed by a NALTA member, or non-member who qualifies, and must state his/her knowledge of the candidate and objection to re-certification. All such letters will be considered confidential and must be received by the Committee at the official NALTA mailing address within thirty days following the last day of the month in which the newsletter or other official publication of NALTA was published.

Should any objection be raised concerning ethics or technical or professional competence, the CPLTA may be requested to respond to such allegations by appearing before the Committee at its next scheduled meeting or by participating in a telephone conference call with Committee members. All correspondence regarding such matters shall be conducted by certified mail.

Upon completion of the steps outlined in Section VI, the CPLTA will receive written notice from the Committee of its final decision on the application for re-certification. Under extenuating circumstances, the Certification Committee may grant a grace period to seek re-certification, should the applicant apply for such a grace period and provide necessary and reasonable evidence of good cause for such extension of time.

## **IX. RETIRED STATUS**

A CPLTA may request "Retired" certification status upon retirement 1) at age fifty-five or older, or 2) after twenty-five years of active employment in the energy industry. Upon approval by the Committee, the "Retired" designation will be noted on the CPLTA's records and no further fees or re-certification requirements will be necessary. However, retirement status will be revoked by the Committee if the individual resumes active employment directly related to lease and title analysis, lease administration or in a related supervisory or management position within the energy industry and the individual must again satisfy all the requirements of the certification program, including application, approval and testing, in order to regain the CPLTA designation. The only exception is that if the CPLTA wishes to return to the industry during their current re-certification period and satisfies all the requirements necessary for re-certification into the next five-year re-certification period. If the CPLTA wishes to maintain the CPLTA status during an absence from the industry, whether temporary or permanent, he or she must continue to re-certify each five-year period.

## **X. CERTIFICATION REVOCATION**

Certification may be revoked at any time for unethical behavior. The Committee may invite the CPLTA or the CPLTA may request the opportunity to appear at a hearing to consider any such charges. The right of the CPLTA to appeal the Committee's decision to the NALTA Board of Directors will expire forty-five days after receipt of written notice of the decision of revocation that is to be sent by certified mail.

## **XI. INDEMNIFICATION**

Any applicant for certification does, by such application, agree to hold NALTA, its officers, Board of Directors, Certification Committee and individual members harmless and without fault should the decisions of the Committee and/or NALTA Board of Directors result in the denial or revocation of certification or re-certification.