

NATIONAL ASSOCIATION OF LEASE AND TITLE ANALYSTS

VOLUNTARY CERTIFICATION PROGRAM

Effective January 1, 1989

Amended June 3, 1994, September 18, 1996, December 31, 2003, May 8, 2006,
October 1, 2007, March 27, 2009, December 1, 2015 and January 19, 2017

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 Committee 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 Committee 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 Committee Director 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, teleconference, 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.

Any actions on issues brought before the Committee will be adopted by a majority vote. The Committee shall establish and maintain standard procedures for approving applications and recertifications, including assessment of fees, to administer the guidelines of the CPLTA program. 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

A. MEMBERSHIP

To qualify for candidacy, you must be a current NALTA member in good standing.

B. 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.

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 similar in background and relevance. 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 in background and relevance.

C. 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:

1. Two years’ credit for having earned a bachelor’s degree from an accredited college or university.
2. One year additional credit for an advanced degree from an accredited college or university.

D. ETHICS AND INTEGRITY

Each applicant must satisfy the standards of character and integrity as set out in the Code of Ethics of the Bylaws 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 nonrefundable application fee. The amount of the fee is set by the Certification Committee and may be changed from time to time. Three Sponsor forms must be completed and returned directly to the Certification Committee Director. Sponsor forms should be completed by a past or present supervisor and two coworkers or associates. At least one sponsor should be a current CPLTA in good standing. Sponsors should, 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 coworkers as sponsors, the applicant must submit a written request, attached to the application, for this requirement to be waived by the Certification Committee Director. The applicant may be required to furnish additional written information to the Certification Committee Director before approval is granted to waive all or part of the requirement for sponsors.

To assess an applicant’s eligibility for candidacy, the Certification Committee Director will review the

application and verify that all requirements have been satisfied. The Certification Committee Director 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 will be published in the next ensuing issue of the NALTA News Magazine, 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 Certification 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 decision to approve or disapprove 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 reapply and go through the approval process from the beginning.

The Certification Committee will set the cost of sitting for the CPLTA exam. The examination will be objective in format, covering such topics as leases, title, contracts, conveyances, pooling, unitization, and lease administration. After the exam is graded, the Certification Committee Director will notify the candidate of the exam results on a pass/fail basis as to each of the four sections of the exam. Exact numerical scores will not be given, nor will a candidate be allowed to see his/her examination once the exam has been taken. A candidate who fails all or part of the examination will be allowed two retakes to pass the examination. These retakes will be without cost. Failure to pass all sections of the examination in two retakes will require the applicant to reapply for certification and be re-approved by the Certification Committee Director. The first and second retakes of the examination must be concluded within the two year timeframe following approval to sit for the examination.

Upon successful completion of all sections of the certification examination, the analyst shall be notified by the Certification Committee Director by mail or email and will be given a unique certification number. Upon notification of approval, new CPLTA's will be asked to fill in a form showing how they would like their name to appear on their certification certificate. The effective date of certification will be the first day of January following completion of the grading of the examination. The initial certification period is defined as five full calendar years. The certification period expiration date will be December 31 of the last full calendar year. 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. The CPLTA designation can be used immediately after the analyst has been notified of their successful completion of the exam.

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. RECERTIFICATION

Recertification 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 ongoing program of educational and professional development is required.

To qualify for recertification, the CPLTA must accrue fifty recertification credits within the prescribed five year certification period.

Recertification credits are earned based on continuing education credits as described below.

NALTA conference, NALTA affiliated local association luncheons and seminars are listed as preapproved events in the CPLTA points database. All other eligible point opportunities should be manually added in the CPLTA points database for approval by your local CPLTA liaison.

For purposes of determining credits for recertification, 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 shorter programs and if such shorter program is particularly relevant, timely or useful to the members, may approve that program for one recertification credit, and such credit shall not be arbitrarily withheld.

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 recertification 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 recertification credit for teaching the class for which they are being monetarily compensated.

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 recertification 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 six months following completion of the course.

At the discretion of the Certification Committee, a CPLTA may be granted three recertification credits for each of the following activities, not to exceed ten credits earned during each five year recertification 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 Certification Committee, a CPLTA may be granted two recertification credits for the following activities, not to exceed ten credits earned during each five year recertification period.

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

3. Serving for a full term on the NALTA Board of Directors as an elected officer.

A CPLTA will receive recertification 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 recertification period. Any material re-presented at any annual NALTA Conference shall be considered an exception.

Recertification points shall be divided into core and noncore points. Core points will be accrued through attendance at educational events, teaching or authoring a paper relating to energy industry topics only. Noncore points will be accrued for attendance at educational events, teaching or authoring a paper on non-energy industry topics, for example:

1. Computer software, 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 noncore, 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 noncore points will be allowed for any five year recertification 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 recertification credits earned for educational programs attended and/or other activities approved for recertification points. Each CPLTA will enter their points into the CPLTA points system for each program attended and for which the CPLTA wishes to receive recertification credit. ***These point requests must be submitted within six months of the event for the credits to be counted toward recertification.*** There will be a reasonable fee charged for recertification to cover cost of the new certificate and administrative costs.

Recertification points will be allowed to carry over to the next certification period under the following conditions:

1. Carry over points cannot be split between years.
2. Only points received at an annual NALTA conference may be carried over.
3. Carry over points are only applicable at the end of the 5th year.
4. The CPLTA must direct a written request to carry over points to the Recertification Committee Director.

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 or e-mail whether the program is approved or disapproved for recertification credit. Applicants who are denied approval of a program may appeal such decision by submitting a letter of appeal to the Certification Committee Director within fifteen days following receipt of notice from the local chapter Certification Committee Liaison. The Certification Committee Director 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 Director 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 Director 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 recertification 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 Director within fifteen days following receipt of notice from the Certification Committee Liaison. The Certification Committee Director may rule on the request or 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 request with attached supporting documentation. 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.

Whether or not previously approved for NALTA recertification credits, a signed copy of a sponsoring industry related professional organization's attendance affidavit will be considered adequate documentation to qualify for credits. 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 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 RECERTIFICATION

The CPLTA shall apply for recertification 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 recertification is desired or allowed.

Upon receipt of the completed recertification form and applicable fees, the CPLTA’s name will be published in the NALTA News Magazine or other official publication of NALTA.

Upon completion of the steps outlined in Section VI, the CPLTA will receive notice from the Committee of its final decision on the application for recertification. Under extenuating circumstances, the Certification Committee may grant a grace period to seek recertification, 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, and 3) is fully retired from Lease and Title Analyst work. Upon approval by the Committee, the “Retired” designation will be noted on the CPLTA’s records and no further fees or recertification requirements will be necessary. If the CPLTA wishes to return to the industry they will retain their retired CPLTA status.

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 recertification.