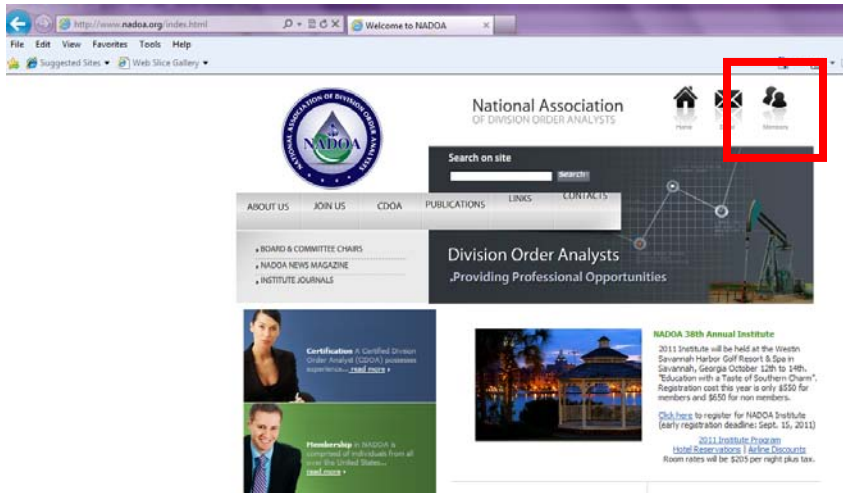


How to add my Certification Points

The Online Continuing Education Credit system is easy to use and you will find it a real time saver. No longer do you have to spend time and money on mailing or emailing Affidavits of Attendance. They can be uploaded from a saved file in just a few clicks. You will enjoy being able to look at your credits at any time to see how many you have to date. After you become a CDOA, your profile will be created in the system by the Certification Committee. It will include the contact information that we have, but you may go in and change or add to it. Remember, your initial log in and password are your first initial and last name.

1. Go to www.nadoa.org and click members.



2. Click on Certification Self Service.

NADOA Members Area, contains information, directories, publications, and other benefits available only to the members.



Membership Self Service. Access for members to manage their NADOA membership data (mailing address, email account, etc.) and membership directory.

[Member Profile](#) | [Member Directory](#)



Employment Opportunities. Access for members to locate employ who are looking to fill contract or permanent positions.

Division Order Compensation Survey. Access National and Local compensation results. Survey sponsored and created by NADOA © 2011.



Publications and Magazines on-line. Access the publications of NADOA from this link. You will find valuable papers and presentations which have been presented during past NADOA Institutes, as well as Quarterly Magazine.



Certification Self Service. Access for Certified Division Order Analysts to manage their NADOA credentials.

3. Enter your Login information (first letter of your name and your last name) and password (same until changed) in.

Welcome to the online CDOA certification management system.

Please login

Login:

Password:

Login

If you have forgotten your username or password, click the following button to retrieve your login information by email.

Forgot Password

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4. If this is your first time logging in or first time for the new year (by your anniversary January or July) you will get the employment letter.

NADOA
National Association
OF DIVISION ORDER ANALYSTS

Home Email

Joanne Smith
CDOA # 000

The Voluntary Certification Policy requires that, in order to maintain certification, a CDOA must continue active involvement in Division Order analysis and/or maintain the educational criteria required of a CDOA.

A CDOA must accumulate 100 re-certification credits during each 5 year period of certification to maintain certification without testing. Up to 50 credits (10 credits per year) may be awarded for work in Division Order analysis, administration or related duties. The remaining credits may be earned through participation in educational activities approved by the Certification Committee.

Following the Affidavit is a list of your recorded credits to date. In the event the credits are incorrect or incomplete, please upload the appropriate documentation to substantiate your attendance at the respective events. The Luncheon Affidavits must contain the title of the presentation, but no other documentation is necessary initially for those events. All other events must be supported with the agenda of the event showing the time schedule and topics in order to be considered for credit. Per Section IV.A.4 of the bylaws, submission of previous year's credits will not be considered after 90 days from the CDOA's anniversary date.

Please complete the following statement concerning your employment in Division Order work. Access to the rest of the system is restricted until you agree to this statement.

During the period July 01, 2009 - June 30, 2010, I have maintained my involvement in Division Order analysis, administration or related duties for month(s). I understand that employment credits will be proportionately reduced.

Please indicate your acceptance of the terms of this statement by clicking "I Agree"

Select the number of months in the past year you were employed as a D/O.

Clicking agree is your signature, agreeing that this is true.

5. Your Employment points for the year that you just attested you worked will show up in the top right of the screen. Per the bylaws in Section IV.A.3, the employment points must be submitted within 90 days of the anniversary date. If you are past that date, the employment point section will be red. **Employment credits cannot be requested for the prior year past the 90 days.**

Certification credits for fiscal year:

Status: opened
Employment Credits: 10

Date	Event Title	Points	Non-core Points	Status
------	-------------	--------	-----------------	--------

6. You will then be directed to the **General tab**. Confirm that all the information is correct here. If you would like to change your password here is where that can be done. After making changes be sure to click save.
7. Contact Info tab – Again make sure that all the data here is correct, and if you made any changes click on save.

8. Certification Credits tab – Check and make sure the correct CDOA# is on this page. Then chose the current year. **If your CDOA number or anniversary date is in error, please contact the Certification Committee for it to be corrected.**

CDOA# 000
Member# 0000
Fiscal Year 01/01/2011 - 12/31/2011
Expiration 12/31/2012

General Contact Info Certification Credits Photo

Certification credits for fiscal year: 01/01/2011 - 12/31/2011

9. Once you have this you are ready to add your points. Towards the bottom of the page you will see Add certification credit click on this hyperlink.

[Add certification credit](#)

10. The first thing you want to confirm is that you have the correct fiscal year. Points must be added in the year the class, etc. was taken. It should be noted that per Section IV.B **requests for points must be made within 60 days of the event.** Next, add the information about the class you took. **Core points** are those that relate directly to oil and gas, such as "The JOA: Some things you Oughta Know" and **non-core points** are those that help you with your job, but do not necessarily relate directly to oil and gas, such as leadership classes or classes on a computer program. You may accumulate **only 25 non-core credits in the five year certification period** as per the by-laws in section IV.B

CDOA# 000
Member# 0000
Fiscal Year 01/01/2011 - 12/31/2011
Expiration 12/31/2012

[CDOA Directory](#) | [Logout](#)

General Contact Info Certification Credits Photo

Certification credits for fiscal year: 01/01/2011 - 12/31/2011

Date City/State Points Non-core Points
Event Title
Description

11. Here is an example:

Date	City/State	Points	Non-core Points
09/26/2011	The Woodlands, TX	1	0
Event Title			
Company XYZ - Monthly Lunch and Learn			
Description			
To Pool or Not to Pool - Speaker: Bo Smith			

12. Now click on Add Credit.

CDOA# 492 [CDOA Directory](#) | [Logout](#)
Member# 3473
Fiscal Year 01/01/2011 - 12/31/2011
Expiration 12/31/2012

General Contact Info Certification Credits Photo

Certification credits for fiscal year: 01/01/2011 - 12/31/2011

Date	City/State	Points	Non-core Points
09/26/2011	The Woodlands, TX	1	0
Event Title			
Company XYZ - Monthly Lunch and Learn			
Description			
To Pool or Not to Pool - Speaker: Bo Smith			

Add Credit Cancel

13. A square will come up while it processes and then the Supporting Documentation dialog box will come up. Unless you are requesting credit for a local association luncheon or Institute, **you must upload a time schedule that includes the topics or a certificate of completion that has the number of hours of instruction on it or your point request will be rejected.** If you have an agenda you want to add; scan and save it to your computer. Then click on Browse and find your document. Give it a short description, click Upload, and then click Update Credit. You no longer need to add an Affidavit of Attendance; however, by you filling this screen out you are agreeing you went to this class, just as though you filled one out.

Date: 09/26/2011 City/State: The Woodlands, TX Points: 1 Non-core Points: 0

Event Title: Company XYZ - Monthly Lunch and Learn

Description: To Pool or Not to Pool - Speaker: Bo Smith

[Update Credit](#) [Cancel](#)

Supporting Documentation

File	Description
<input type="text"/> Browse... Upload	
Description of file:	
<div style="border: 1px solid gray; height: 40px;"></div>	

14. You should see your points:

Date	Event Title	Points	Non-core Points	Status	
09/26/2011	Company XYZ - Monthly Lunch and Learn To Pool or Not to Pool - Speaker: Bo Smith	1	0	opened	edit delete submit view docs
				Points submitted for approval this fiscal year	1
				Points approved this fiscal year	0
				Total points approved	75

15. Once you have added it you can still edit it or delete it but **make sure you submit it.** Once submitted then the Certification Committee can approve or reject the points. If the point request is rejected an explanation of why and how to fix it, if appropriate, will show in your point letter.

16. Photo tab is the last tab and you can upload a picture to be included in the directory.