CDOA RECERTIFICATION – KEY PROCEDURES, POINTS & THINGS TO REMEMBER

THE NADOA Membership and CDOA Management systems are separate databases, if you change your employer or address you must update your profile in both places.

IF YOU do not maintain ACTIVE MEMBERSHIP in NADOA during the entire 5 year maintenance period, you will forfeit your ability to renew your certification status.

WHEN YOU enter your credits into the CDOA Management system, after you update your credits & the description, DON’T FORGET TO CLICK SUBMIT!

YOU MUST enter education credits within 60 days following each seminar or local association luncheon presentation.

CDOA STATUS takes effect retroactively to January of the current year for tests passed between January and June.

CDOA STATUS takes effect on January 1 of the following year for tests passed between July and December.

CDOA STATUS remains current for a 5 year period during which the Analyst accumulates a minimum of 100 points. Points are awarded as follows:

- 10 points for each full year employed as a Division Order Analyst or in a related function or capacity, for a maximum of 50 employment credits over the 5 year term. Partial year employment credits are earned at the rate of 1 credit per month of employment in a Division Order related field.
  - Please remember when you agree you are doing this for the previous year so you will not see the employment points on the current year. (i.e. – agree January 1, 2013 you will see the points under 01/01/2012 - 12/31/2012 employee credit.)
- 1 point for each local chapter meeting PROVIDED there is a speaker who gives a minimum 45 minute presentation on a Division Order or industry related topic
- 1 point per hour for seminar presentations
  - When entering these points into the CDOA Management system you must download a copy of the speakers outline or a copy of the program notice in order to receive credit
  - Don’t forget to click SUBMIT after updating your credits!
- A MINIMUM 25 out of the 100 are required to be CORE CREDITS (note that your employment credits do NOT count as core credits)
  - CORE CREDITS are for topics specific to title analysis and Division Order preparation
  - NON-CORE CREDITS are awarded for topics related to the Energy Industry, although not specifically Division Order related
- Additional credits may be earned by taking industry related college courses and writing related articles or papers. Contact the CDOA Committee for additional information and pre-approval of these credits.

TO ADD YOUR credits, follow the “How to add my Certification Points” link on the CDOA page for step-by-step instructions. *Don’t forget to click SUBMIT after updating your credits.*

YOU MUST enter your employment credits within the first 90 days of each New Year (that means, by March 31 or, in the case of a Leap Year, by March 30). *It is imperative that you add your employment credits during this period, and 10 points are a terrible thing to waste!*

YOU MUST enter education credits within **60 days** following each seminar or local association luncheon presentation.

IN THE 4TH quarter of each year a CDOA Committee representative will contact the CDOA’s whose certifications expire effective January 1.

- CDOA’s who have not maintained Active NADOA membership during all five of the preceding years are ineligible to recertify and will be notified of their ineligibility
- CDOA’s who have insufficient credits to recertify (less than 100 credits) will need to re-take and pass the exam if they wish to hold CDOA status
- Those CDOA’s with sufficient credits will receive recertification documentation and instruction for its completion
- **ALL CDOA STATUS’ expire on December 31 so the recertification documentation and payment MUST be received PRIOR to January 31 of the next year.**
- The names of all recertifying CDOA’s will be published in the next NADOA news magazine. Following the 30 day objection period after publication, the recertified CDOA’s will receive a sticker reflecting their new expiration year
- Remember, your CDOA status is valid only until January 1 of the year reflected on the sticker, and NOT THROUGH THE END OF THAT YEAR

AND FINALLY, one more time, when adding your credits, **DON’T FORGET TO CLICK SUBMIT AFTER UPDATING 😊**