



CDOA Certification website

Tabs

- From the NADOA.org website go under Members Area and choose Certification Self-Service
- Put in your login and password. In the new system your login is now your email address. When we went to the new system you should have received a new password. If you didn't receive this email please contact Luanne Johnson (luanne.johnson@anadarko.com) and she will be able to provide you with a new password or if you don't know which email address you have listed she will be able to help with this also.

Welcome to the online certification management system.

Please login

Login:

Password:

[Forgot Password](#)

Instructions

NOTE:Your login ID is probably **NOT** the same as your Wild Apricot login, so make sure you are logging in with the correct email address.

Assistance

For questions concerning certification, contact [Luanne Johnson](#).

For all other technical issues, contact [Member-Link support](#).

Memberlink certification software provided by Sunergeo Systems, Inc.

- Once in, it may take a bit for your information to come up.
- First thing to notice is in the top right hand corner your **expiration date** is listed this will be when you are up for recertification. You should receive something from the CDOA committee around October or November letting you know that you have enough points to recertify.
- Next you will see the current **fiscal year** you want to make sure this is the current year.
- Finally you will see your **total points** it will add up all of your year's points and give you the total here.

Expiration:	12/31/2017
Fiscal Year:	01/01/2013
	12/31/2013
Total Points:	34

- Under the **General tab** you can change/update your email that you would like to use as your login in you can also change your password. If your email is incorrect here and it is time to recertify you will not get an email so always make sure this is correct.
- Under the **Contact tab** you can change/update your contact information.
- Under the **Certification Credits tab** you will be able to add your points and check to see if they have been approved. You will also see your points from years past along with your employment credits.
- Under **Photo tab** you are able to add a picture. Please try to keep the files small.



How to add your points

- Click on the **Certification Credits tab**
- Make sure your Certification Credits for Fiscal Year is set to current year

Certification Credits for Fiscal Year

01/01/2013 - 12/31/2013

- Under this is 5 items you want to check
 1. Point Letter Status:
 - For the current year this will show opened if it is a past year it will show closed.
 2. Employment credits:
 - Your employment credits are based on the following year.
 - Example: today is 9/24/2013 I would not see any points under 2013 employment credit. These points would show up once I agree to working the full year of 2013. This is what you agree to when you open the website for the first time between January and March 2014.
 3. Points submitted for this fiscal year:
 - If you have submitted any points and they have not been approved you will see this here. If they have been approved you will not see any points here or if your points are in opened status you will not see points here.
 4. Points approved for this fiscal year:
 - This will show you all of the points that have been approved for the year
 5. Total Points approved, including employment:
 - This will show all of your approved points and your employment points so for current year you should show the same amount. For past years you will see the added 10 points.

Point Letter Status: opened

Employment Credits:



Points submitted for this fiscal year: 0

Points approved for this fiscal year: 34

Total points approved, including employment: 34

- Your next area is the points themselves. You can choose what you are trying to do here
 1. Create:
 - Add your points
 2. Edit
 - Change/update your point
 3. Delete
 - Delete the point all together

Certification Credit Details

[Create](#) | [Edit](#) | [Delete](#)

- Let's say we want to create the point. Click on the create link.
- You will get the pop up that allows you to add your point



Create Certification Credit

Credit Info

Select a pre-approved credit:
None Selected

Date: City/State: Points: Non-core Points:

Event Title:

Description:

Cancel Create

- **Pre-Approved Points**

- Now you need to figure out if this is a point that has been pre-approved. To do this click on the drop-down. If you don't see your points here please go down to add points section.

Select a pre-approved credit:

None Selected 

- The points are in order as to when they will fall of the list. We have tried to give as much detail to each of them so you locate and determine the class you attended.

Create Certification Credit

Credit Info

Select a pre-approved credit:

None Selected			
None Selected			
NADOA Webinar - Chapter 10	1 points	0 points (non-core)	
Basic Petroleum Geology for the Non-Geologist - De	21 points	0 points (non-core)	
NADOA Webinar - Chapter 14	2 points	0 points (non-core)	
Lease Royalty 101 - Marathon oil (in house - Lunch	1 points	0 points (non-core)	
HADOA Luncheon - June 2013	0 points	1 points (non-core)	
ALTA July 2013 Luncheon	1 points	0 points (non-core)	
PPDC - Module 1 of 6 Modules: Introduction to Land	12 points	0 points (non-core)	
DADOA Field Trip to Geology Museum & National Rene	3 points	0 points (non-core)	
DADOA July 2013 Luncheon	1 points	0 points (non-core)	
The University of Tulsa - Basic Petroleum Geology	21 points	0 points (non-core)	
PPDC - Pooling and Unitization in Texas - Midland	7 points	0 points (non-core)	
PPDC - Land Personnel and the Effective Use of Due	7 points	0 points (non-core)	
PPDC - Curing Oil and Gas Leases & Petroleum Land	14 points	0 points (non-core)	
The University of Tulsa - Petroleum Engineering fo	21 points	0 points (non-core)	
PPDC - Module 2 of 6 Modules: Title: Chaining, Int	12 points	0 points (non-core)	
FWAPL July 2013 Luncheon	1 points	0 points (non-core)	
The University of Tulsa - Petroleum Engineering fo	21 points	0 points (non-core)	
CAPDOA August 2013 Luncheon	1 points	0 points (non-core)	
NALTA 28th Annual Conference	20 points	0 points (non-core)	
PPDC - Module 3 of 6 Modules: LEASE: Oil and Gas L	12 points	0 points (non-core)	
NADOA & Steptoe & Johnson LLLP - A One Day Marcell	5 points	0 points (non-core)	
ALTA - August 2013 luncheon	1 points	0 points (non-core)	
HADOA August 2013 Luncheon	1 points	0 points (non-core)	
ALTA August 2013 Luncheon	1 points	0 points (non-core)	
The University of Tulsa - Basic Petroleum Geology	21 points	0 points (non-core)	
NADOA - 40th Annual Instititue - Las Vegas	16 points	0 points (non-core)	
PPDC - Module 4 of 6 Modules: OIL & GAS LAW: Oil a	12 points	0 points (non-core)	
DADOA September 2013 Luncheon	1 points	0 points (non-core)	
Anadarko Lunch and Learn - Unleased Minerals/Non-C	1 points	0 points (non-core)	

- If you would like your class/luncheon/seminar added to the pre-approved list please email Luanne Johnson (luanne.johnson@anadarko.com) in advance with the date, time of the event and details (ie agenda and/or summary of the class).
- Once you find your class click on it.



- You will see all of the information filled out for you.

Create Certification Credit

Credit Info

Select a pre-approved credit:

DADOA July 2013 Luncheon 1 points 0 points (non-core)

Date: 07/15/2013 City/State: Denver, CO Points: 1 Non-core Points:

Event Title: DADOA July 2013 Luncheon

Description: SPEAKER: Jessie Pink and Anna Cavaleri Beatty & Wozniak, P.C. Topic: "Common Challenges in the DJ Basin"

Cancel Create

- If you need to modify anything maybe you only attended half of the seminar or event then you can change the points and please put some explanation as to why the points are different. *Remember we don't give ½ credits so if you attended 2.5 hours please only put 2 if you attended 2.75 hours you can put 3.*
- Click on the Create button.

Create Certification Credit

Credit Info

Select a pre-approved credit:

DADOA July 2013 Luncheon 1 points 0 points (non-core)

Date: 07/15/2013 City/State: Denver, CO Points: 1 Non-core Points:

Event Title: DADOA July 2013 Luncheon

Description: SPEAKER: Jessie Pink and Anna Cavaleri Beatty & Wozniak, P.C. Topic: "Common Challenges in the DJ Basin"

Cancel Create

- You will then see it in your list. It will show opened

07/11/2013	NADOA Webinar - Chapter 14	2	0	approved
07/15/2013	DADOA July 2013 Luncheon	1	0	opened
08/21/2013	HADOA August 2013 Luncheon	1	0	approved

- Double click on the line.
- It will open the point and you can push submit and this will allow the point to be seen by the approver.
- The point will close and your list will change showing the point was submitted.



07/11/2013	NADOA Webinar - Chapter 14	2	0	approved
07/15/2013	DADOA July 2013 Luncheon	1	0	submitted
08/21/2013	HADOA August 2013 Luncheon	1	0	approved

- **Add points**
- Add in all of the information about your class. Please give a good summary of the class.

Create Certification Credit [X]

Credit Info

Select a pre-approved credit:
None Selected

Date: 09/24/2013 City/State: Houston, TX Points: 1 Non-core Points: []

Event Title: Company A - Lunch in learn - Divison Order 101

Description:
Topic - Division Order 101
Time - 11:30-12:30
Speaker: Linda Barry
The duties and definition of a Division Order Analyst change from company to company within the industry. But most oil and gas companies would agree that a person called a Division Order Analyst is the person who is responsible for determining and maintaining the ownership in a well. At least, the main goal of a Division Order Analyst is to determine the ownership in a property and communicate that Division Of Interest (DOI) to the owners and the accounting department so that payment can be tendered and Joint Interest Billing schedules created or updated.

Cancel Create

- Click on Create

Create Certification Credit [X]

Credit Info

Select a pre-approved credit:
None Selected

Date: 09/24/2013 City/State: Houston, TX Points: 1 Non-core Points: []

Event Title: Company A - Lunch in learn - Divison Order 101

Description:
Topic - Division Order 101
Time - 11:30-12:30
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The duties and definition of a Division Order Analyst change from company to company within the industry. But most oil and gas companies would agree that a person called a Division Order Analyst is the person who is responsible for determining and maintaining the ownership in a well. At least, the main goal of a Division Order Analyst is to determine the ownership in a property and communicate that Division Of Interest (DOI) to the owners and the accounting department so that payment can be tendered and Joint Interest Billing schedules created or updated.

Cancel **Create**

- The point will close and you will see on the list your point is there and it shows as opened.

08/21/2013	HADOA August 2013 Luncheon	1	0	approved
09/24/2013	Company A - Lunch in learn - Divison Order 101	1	0	opened

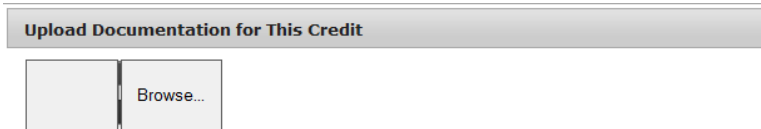
- Double click on the point and the point will open again
- If you have documentation, click on the documentation tab. **** if this is a local luncheon no documentation. We also no longer require an Affidavit of Attendance.

Credit Info **Documentation**

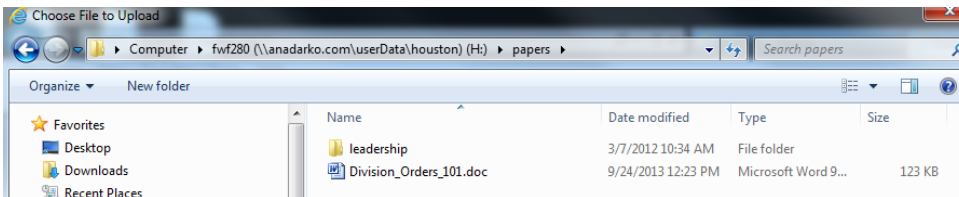
- Once open click on upload Document



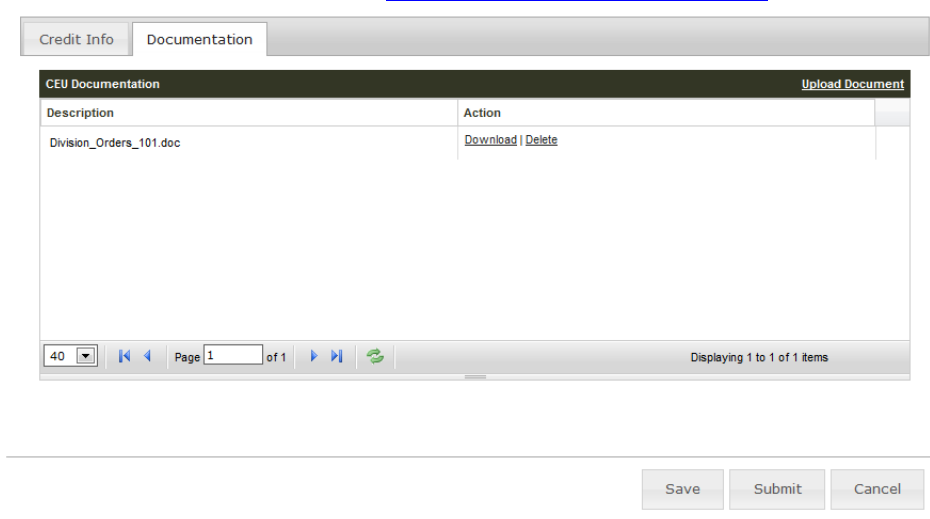
- Now click on Browse



- Find your documentation



- You can double click it or click once and push open and you will see it think and then the paper should appear.
- Click Save
- You will then see it under documentation. If for some reason your back up does not upload you can email it to Luanne Johnson (luanne.johnson@anadarko.com).



- If you are not ready to submit your points you can push save but if you are click on the submit button.



Credit Info Documentation

Date: 09/24/2013 City/State: Houston, TX Points: 1 Non-core Points: 0

Event Title: Company A - Lunch in learn - Divison Order 101

Description:
 Topic - Division Order 101
 Time - 11:30-12:30
 Speaker: Linda Barry
 The duties and definition of a Division Order Analyst change from company to company within the industry. But most oil and gas companies would agree that a person called a Division Order Analyst is the person who is responsible for determining and maintaining the ownership in a well. At least, the main goal of a Division Order Analyst is to determine the ownership in a property and communicate that Division Of Interest (DOI) to the owners and the accounting department so that payment can be tendered and Joint Interest Billing schedules created or updated.

Save **Submit** Cancel

- You will see the point has now changed to submit.

08/21/2013	HADOA August 2013 Luncheon	1	0	approved
09/24/2013	Company A - Lunch in learn - Divison Order 101	1	0	submitted

- Edit/Delete a point**

- You are always welcome to add your point before you go to class and then make any changes or delete it before you submit the point. Once you have submitted or the point has been approved you will not be able to change/delete until the approver has re-opened it for you.
- Make sure your point is set to opened

- Edit –**

- Click on the point you need to edit and choose edit

Certification Credit Details Create **Edit** Delete

Date	Event Title	Points	Non-core Points	Status
08/21/2013	HADOA August 2013 Luncheon	1	0	approved
06/19/2013	HADOA Luncheon - June	0	1	approved
07/11/2013	NADOA Webinar - Chapter 14	2	0	approved
08/21/2013	HADOA August 2013 Luncheon	1	0	approved
09/24/2013	Company A - Lunch in learn - Divison Order 101	1	0	opened

- You can make your changes.
- If you aren't ready to submit you can push save, if you are then push submit.
 **remember once you submit you won't be able to change the point.

- Delete -**

- If you need to delete click on the point and then choose delete

Certification Credit Details Create Edit **Delete**

Date	Event Title	Points	Non-core Points	Status
08/21/2013	HADOA August 2013 Luncheon	1	0	approved
06/19/2013	HADOA Luncheon - June	0	1	approved
07/11/2013	NADOA Webinar - Chapter 14	2	0	approved
08/21/2013	HADOA August 2013 Luncheon	1	0	approved
09/24/2013	Company A - Lunch in learn - Divison Order 101	1	0	opened

- It will ask you if you want to delete the point choose yes. It will be gone from your list.