

# CERTIFIED DIVISION ORDER ANALYST APPLICATION FOR RECERTIFICATION

Recertification Fee: \$50.00

Application MUST be typewritten and mailed to:

NADOA  
PO Box 1656  
Palm Harbor, FL 34682

I recognize the need to establish a standard by which the professional status of the Division Order Analyst can be enhanced and strengthened in order that the industry, the public, and other official groups will recognize as reliable evidence that one who has been designated a Certified Division Order Analyst (CDOA) possesses experience, knowledge, and professional competency in the duties generally associated with Division Order Administration. This standard will denote that the CDOA possesses a sense of personal and professional ethics, high moral character and integrity. I also believe that it is necessary to continue my education in Division Order work in order to maintain a high level of professional competency.

## I. PERSONAL DATA

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
(First) (Middle) (Last) (Area code/number)

Home Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Employer: \_\_\_\_\_ Your Title: \_\_\_\_\_

Business Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Business Phone: \_\_\_\_\_

Please specify location all correspondence should be sent: \_\_\_\_\_

II. RETIRED STATUS YES  NO

(Complete only if applying for retired status)

A CDOA may request "Retired" certification status if retired: 1) at age 55 or older, or 2) after 25 years of active employment in the oil and gas industry. If approved by the Committee, the Retired designation will be noted on the CDOA's records and no further fees or recertification requirements will be made. This status will be revoked by the Committee if the individual resumes active Division Order analysis in which case the individual must reapply for certification.

If applying for retired status on the basis of age, attach a copy of your driver's license. Age: \_\_\_\_\_. If applying for retired status on the basis of years of active employment in the oil and gas industry, list below and on additional sheets as needed (attached firmly to this application), all jobs held during the 25 year period of employment. Include the following information and use the following format for each employer, beginning with your most recent employer.

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone Number: \_\_\_\_\_  
(Area code/number)

Supervisors: \_\_\_\_\_ Your title(s): \_\_\_\_\_

Dates employed: \_\_\_\_\_ to \_\_\_\_\_  
(Month/Year) (Month/Year)

Job Description: \_\_\_\_\_

### III. OATH OF CERTIFICATION

As an Applicant for Recertification (or Retired CDOA) through the National Association of Division Order Analysts (NADOA), I do hereby attest that all of the information given herein is true and accurate to the best of my knowledge. I understand that failure to disclose any information which might affect my eligibility shall be grounds for denial or revocation of Certification. I further understand that Certification can be denied or revoked for breach of any of the ethical standards set forth in the Voluntary Certification Policy and NADOA Bylaws.

#### **FROM THE NATIONAL ASSOCIATION OF DIVISION ORDER ANALYSTS BY-LAWS APPROVED 9/2/89. EFFECTIVE 1/1/90**

#### **ARTICLE IV. CODE OF ETHICS**

This Code of Ethics shall be the basis of conduct, principles, business practices and ideals for the Association. It shall be understood that conduct of any member of the Association inconsistent with the provisions set forth in this Code of Ethics shall be in nonconformance with accepted standards of professional conduct.

In the endeavor involving the duties of analysts, ethical standards for proper handling of such duties can be made increasingly meaningful by an association organized and dedicated to the definition and maintenance of such standards. This is the objective of the Association and such is the trust to its membership, the energy industry and public with which it is involved.

#### **SECTION 1.**

It shall be the duty of the member at all times to promote and, in a prudent and honest manner, represent the Association to the public at large and to his fellow members with the purpose of establishing and maintaining good will within the energy industry, the public and the Association. The member shall conduct business relationships and communicate in a manner consistent with professionalism, fairness and honesty, so as to maintain the respect of the energy industry, the public and his peers.

#### **SECTION 2.**

A member shall maintain his relationships with all persons engaged in the energy industry at a high degree with consistent adherence to established practices of confidence and professionalism.

A member shall not betray the trust of his employer, his client or the Association by converting or seeking for the purposes of conversion any confidential or discretionary information available to him for personal gain for himself or anyone.

A member shall exercise the utmost good faith and loyalty to his employer or client and shall not act adversely or engage in any function or duty in conflict with the interest of his employer or client.

A member shall represent to others his area of expertise and shall not represent himself to be skilled in a professional function or duty in which he is not professionally qualified or licensed to practice.

A member shall not participate in the conduct of any activity which causes him to be convicted, adjudged or otherwise recorded as guilty by any court of competent jurisdiction of any felony, any offense involving fraud as an essential element, or any other serious crime.

Further:

- (1) I hereby attest that I have never betrayed my employer's trust either directly or indirectly by using confidential or restricted information for personal gain or for the benefit of another;
- (2) I hereby attest that I have never been required to repay any funds to an employer because of embezzlement, fraud, misappropriation of funds, theft, mishandling of monies, or for conspiring to do the same.

- (3) I hereby attest that I have never been convicted, adjudged or otherwise recorded as guilty by any court of competent jurisdiction of a criminal offense involving fraud as an essential element, or any other serious crime.
- (4) I hereby attest that I have never been found liable in any civil action because of failure to perform or because of a breach of trust or confidence with my employer.
- (5) I hereby attest that I am currently an active NADOA member in good standing and that I have maintained active, good standing membership for the previous five years (certification period).

If the Applicant cannot attest to any of the items numbered (1) through (4) immediately preceding, please attach a separate statement indicating that to which you cannot attest and explain the circumstances,

By completing this application I hereby authorize the NADOA Certification Committee to verify all information contained herein.

Upon completion of the Recertification process outlined in Section IV.C.1. through Section IV.C.6. of the Voluntary Certification Policy, the Applicant will receive written notice from the Committee of the final approval, or denial, of the application for recertification. The Applicant will be notified by Certified Mail should the Committee deny the application. The Applicant may appeal to the NADOA Board of Directors within forty-five (45) days of receipt of said notice. The decision of the NADOA Board of Directors is final.

I further agree that in the event Recertification is denied, or if granted and later withdrawn for any reason, I will make no claim against the NADOA Board of Directors, advisors, Certification Committee, individual Committee members, or person(s) submitting evidence which leads to said action. I hereby agree to indemnify the above-mentioned parties for any attorney's fees and/or court costs which may arise from any civil action initiated by me against NADOA or individuals involved in the Certification process.

Furthermore, I pledge that if I am recertified as a Certified Division Order Analyst, I will endeavor to maintain a high degree of professional competence. I further pledge to act in conformity with the Code of Ethics of the National Association of Division Order Analysts. All my efforts as a CDOA will be directed toward raising the profession to its highest level.

SIGNATURE OF APPLICANT:

\_\_\_\_\_

Date: \_\_\_\_\_