National Association of Division Order Analysts

VOLUNTARY CERTIFICATION PROGRAM POLICY AND PROCEDURES

Revised Effective January 1, 2026

1. OBJECTIVE

The objective of the Voluntary Certification Program Policy, hereinafter referred to as the Policy, is to enhance and strengthen the professional status of the Division Order Analyst. The Policy shall provide a standard which 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.

2. CERTIFICATION COMMITTEE

2.1 A standing Certification Committee (Committee) consisting of not more than nine (9) nor fewer than six (6) CDOAs, shall be charged with the administration of the Policy and the implementation of procedures for same. The committee members shall be appointed for a three (3) year term on a rotating basis. As the members rotate off the Committee, the president of NADOA shall appoint the new Committee members, subject to approval by the NADOA Board of Directors. Committee members may serve two (2) consecutive terms if approved by the majority of the NADOA Board of Directors voting on said appointment. The NADOA President shall also designate the Committee Chairperson or Co-Chairperson(s); said Chairperson or Co-Chairperson shall be appointed from those members who have served on the Committee at least one (1) year prior to appointment. Either the Chairperson, or at least one of the Co-Chairperson(s), may represent the Committee at NADOA Board meetings.

In the event a Committee member is unable to attend three (3) consecutive Committee meetings, the position shall be deemed to have been vacated, and the individual shall no longer be a member of the Committee.

Upon the occurrence of a vacancy on the Committee by ineligibility, resignation, permanent absence or for whatever reason, as determined by the NADOA Board of Directors, the NADOA Board may appoint a CDOA in good standing to complete the unexpired term of the vacated office. The CDOA appointed to complete the unexpired term of a vacant office shall

be deemed to have served a complete term, unless said unexpired term is less than one (1) year in length.

2.2 The Committee Chairperson, or Co-Chairperson, may appoint a CDOA as a Sub-Committee Chairperson for a geographic area, subject to approval by the Committee, to assist in the implementation of this Policy. A Sub-Committee Chairperson shall be appointed for a one (1) year term, with consecutive terms allowed upon approval of the Committee.

2.3 The Committee will be responsible for carrying out the terms of this Policy and shall communicate as necessary to accomplish this task. Actions on applications for certification and/or recertification, and all other issues brought before the Committee, will be adopted by a majority vote, provided a quorum of more than 50 percent (50%) is available, via call, email, or in person, except as noted in the Hearing Procedures outlined in Section 4.

2.4 The Committee Chairperson, or Co-Chairperson(s), shall present through the NADOA Board Finance Chairman a yearly Budget to the NADOA Board for approval. The Committee shall be authorized to expend funds allocated in the approved Budget to carry out the terms of this Policy.

3. QUALIFICATIONS

The applicant for certification will be a member of the National Association of Division Order Analysts (NADOA) in good standing at the time of application, and for the duration of their certification; and will possess professional qualifications and satisfy the following requirements:

3.1 Experience and Testing

The applicant will have achieved a minimum of five (5) years of experience in the job discipline referred to as Division Order analysis. Two (2) years credit for holding a bachelor's degree will be allowed toward the requirement of five (5) years of experience.

Test questions will be compiled from a pool of questions derived from text material and approved by the Committee.

The applicant must attain a passing score on the test covering the various aspects of land title analysis, government regulations and statutes including questions on the fundamental exercises normally performed in duties assigned to a person traditionally referred to as a Division Order Analyst.

Both the CDOA study guide, from which test material is derived, and the test will be reviewed by the Committee and revised as often as necessary to ensure the information is as current and accurate as possible. Test questions will be added, revised, or replaced, as applicable, by the Committee.

The test will be offered a minimum of once during a calendar year; and typically, at the NADOA Annual Institute. Additionally, the test may be offered other times on an as needed basis. The Committee may elect to cancel or postpone an announced test in the event there are insufficient applicants to cover the projected expenses of test administration. Alternate testing is available to any approved applicant upon written request to the Committee with a minimum of two weeks' notice for scheduling.

3.2 Professional Integrity

A CDOA must meet the ethical standards of the profession as stated in the Code of Ethics as set forth in the Bylaws of the National Association of Division Order Analysts. It will be understood that the conduct of any person applying for CDOA status under this Policy will have been consistent with accepted standards of professional conduct.

3.3 Application For Certification

3.3.1 The applicant must submit an application and non-refundable application fee, accompanied by three (3) completed sponsor forms. The sponsor will confirm the applicant's technical competency and depth of experience in Division Order analysis satisfies the applicable requirements based on personal knowledge. One (1) sponsor form must be completed by the applicant's supervisor or manager, the remaining two (2) sponsors shall be current CDOAs. If there are no CDOA sponsors available to the applicant, a waiver

can be requested. This waiver allows applicants to submit sponsor forms from peers and management. Those applicants applying for certification have sixty (60) days from the date the application is received by the Committee to complete the application process, or the application is considered void and the application fee is forfeited.

3.3.2 After receiving the completed application, the applicant's name will be published in the NADOA Newsmagazine or other official publication of NADOA as a Candidate for Certification. Any objections to the certification of the applicant must be in writing and signed by a NADOA member or non-member who qualifies his knowledge and objection of the applicant. All such letters will be considered confidential and must be received by the Committee at the official address of NADOA within thirty (30) days following the last day of the month in which the Newsmagazine or other official publication of NADOA was published.

3.3.3 If a question arises concerning the applicant's ethical, technical or professional competence, the Committee may request that the applicant appear before the Committee at its next scheduled meeting, at which time such objections may be discussed in private with the applicant. The request must be made in writing via mail or email.

3.3.4 The applicant whose qualifications are deemed insufficient by the Committee will be notified in writing. Within thirty (30) days of receipt of the notice, said applicant shall have the right to request a hearing before the Committee to appeal the decision.

3.3.5 Upon completion of the steps outlined in Section 3.3.1 through Section 3.3.4, the applicant will receive written notice via email or mail of the final approval, or denial, of his application by the Committee. The applicant may appeal to the NADOA Board within forty-five (45) days of receipt of the notice. The decision of the NADOA Board of Directors is final.

3.4 Examination Process

3.4.1 Application, sponsor forms, and application fee must be received thirty (30) days prior to the exam for action on the application by the Committee. At such time as the applicant is

tentatively approved for testing by the Committee, the applicant will be eligible to sit for the certification examination. In the event the publication/objection period has not elapsed (as provided in Section 3.3.2 of this Policy), the applicant may sit for the examination; however, the Committee's final approval of the application will supersede successful completion of the examination.

3.4.2 Upon approval by the Committee, the applicant shall have twelve (12) months from the test approval notification date to sit for the certification examination. Should the above twelve (12) month time limit lapse, the applicant must reapply for certification. Any exception must be requested in writing prior to the expiration of the time period and be approved by the Committee.

3.4.3 After the test is scored, each applicant will receive a written pass/fail notice from the Committee. Said notice will indicate those sections in which the applicant did not receive a passing score. Exact numerical scores will not be given, nor will an applicant be allowed to see his examination once the test has been taken.

3.4.4 The passing score for each section of the Certification Examination is seventy-five percent (75%). An applicant who passes two (2) of the three (3) sections will be required to retest and pass only the failed section. An applicant who passes fewer than two (2) of the three (3) sections will be required to retest and pass all three (3) sections. Those applicants who fail all or part of the examination will have two (2) opportunities to retake the applicable part(s) of the examination within twelve (12) months from the date of the written notification of such failure. Failure to pass all sections of the examination in those twelve (12) months will require the applicant to reapply for certification.

3.4.5 An applicant who successfully completes the testing and application process, and executes the Oath of Certification, shall be notified in writing from the Committee and requested to pay the appropriate fee for certification. The applicant will have sixty (60) days from the date of receipt of the notice in which to pay the fee, or the application will be considered void and all fees forfeited.

3.4.6 After the applicant has been assigned their certification number with their effective date, they can begin accumulating recertification credits.

3.4.7 The effective date of certification for those applicants passing the CDOA exam between January 1 through June 30 will be January 1 of the current year; those applicants passing the CDOA exam between July 1 through December 31 will be January 1 of the following year.

4. RECERTIFICATION

Certified Division Order Analysts will continue to maintain their CDOA status for five (5) years from the effective date of certification, unless revoked, by satisfying the following requirements:

4.1 Recertification Criteria

4.1.1 To maintain certification, a CDOA must continue active involvement in Division Order analysis and maintain the educational criteria (as provided in Section 4.2 of this Policy) required of a CDOA. At all times, a CDOA must meet the ethical standards of the profession as referenced in Section 3.2 of this Policy.

4.1.2 Application for recertification must be made every five (5) years. Such application must establish that the applicant continues to meet the criteria to maintain CDOA status including the minimum requirement for one hundred (100) credits during the five (5) years. Credits for work in Division Order analysis, administration or related duties after initial certification will be cumulative up to a maximum of fifty (50) employment credits based on ten (10) credits per calendar year. Partial year employment will be credited one credit per full month of employment, not to exceed ten (10) credits per year. Additional credits must be earned by attending seminars, workshops, field trips and other related activities as outlined in Section 4.2 below. The provision in Section 4.4 exempts the retired CDOA from the requirement of acquiring any additional recertification credits.

4.1.3 Each CDOA must log into the NADOA CDOA member certification system in order to

confirm their work in Division Order analysis, administration, or related duties for the prior year. Failure to do so within ninety (90) days of the anniversary date will result in loss of employment points for the previous year.

4.1.4 Recertification credits will be maintained by each CDOA in the CDOA member certification system. Written notice of any disputed credits must be received by the Committee within ninety (90) days of the CDOA's anniversary date. Submission of the previous year's credits will not be considered after ninety (90) days from the CDOA's anniversary date.

4.1.5 In the event a CDOA is unable to accumulate the one hundred (100) recertification credits during the five (5) year period, the CDOA may satisfy the requirement by successfully passing the certification examination. Under extenuating circumstances, the CDOA may submit a written request for a one-time exemption, providing necessary and reasonable evidence of good cause for such extension of time. The Committee has the authority to grant or deny the requested one-time exemption. Thereafter, compliance with the policy for certification, including passing the examination, will be required.

4.2 Continuing Education

Each CDOA will be responsible for reporting the number of recertification credits appropriate for a seminar/event attended by the CDOA, subject to audit by the Certification Committee. Each CDOA must enter the event on the CDOA member certification system within ninety (90) days of the seminar/event.

The guiding principle in determining accreditation is that the event clearly assists in the professional development of a Division Order Analyst. Recertification credits may be earned in areas related, but not limited to, Division Orders, business, accounting, geology, ethics, law, and computing. To ensure that the Certified Division Order Analyst maintains a high level of knowledge in the duties associated with Division Order administration, each CDOA must earn fifty (50) recertification credits during the five (5) year recertification period through participation in courses relating to technical areas of land, title, and contract analysis as they pertain to Division Order applications.

4.2.1 Eight (8) credits will be awarded for each full day of attendance at the NADOA Annual Institute. A full day shall consist of at least six (6) hours of scheduled time. In the event the Institute does not cover a full day, credits will be awarded consistent with Section 4.2.3.

4.2.2 Industry related and other relevant college courses will be awarded three (3) recertification credits per semester credit hour. Written proof of completion, with a grade of "B" or better, and accompanying NADOA affidavit of attendance, must be submitted to the Committee within ninety (90) days of course completion.

4.2.3 Attendance at other educational programs shall receive one (1) credit for each one (1) hour of actual classroom attendance. The Certification Committee and the Board of Directors have also approved the recognition of one (1) recertification credit for each monthly luncheon program, or other regularly scheduled educational opportunities, with speakers whose program lasts forty-five (45) minutes or longer. Virtual Educational programs designated as Webinars will also be approved the recognition of one (1) recertification credit per hour of instruction. Webinar topics will not be approved for credits if repeated more than twice in a twelve (12) month period and will not be approved for credits if the webinar is viewed more than eighteen (18) months after the original recording date of the webinar presentation.

4.2.4 A CDOA will receive two (2) credits for each one (1) hour of presentation and one (1) hour of attendance, limited to six (6) total credits for presenting the same material within a twelve (12) month period.

4.2.5 A CDOA will receive certification credits only once in a twelve (12) month period for attendance at identical educational programs or webinars.

4.2.6 The Certification Committee Chairperson, Co-Chairperson(s), or their designee(s) may assist in the pre-determination of recertification credits, upon request. Pre-determination will be based on the criteria listed in Section 4.2. Written confirmation of the pre-determined recertification credits will be provided within thirty (30) days of receipt of the request.

4.2.7 Total credit hours claimed for an educational program are subject to audit by the Committee. In the event a discrepancy occurs between the hours claimed by a CDOA and those awarded based on an audit by the Committee, the CDOA will be notified in writing within thirty (30) days of the audit of the credits awarded. The CDOA may respond within sixty (60) days, providing additional documentation. The Committee will consider the response at the next scheduled meeting of the Committee. Following review, the Committee will notify the CDOA in writing within thirty (30) days of its final decision.

4.3 Application for Recertification

4.3.1 The CDOA must apply for recertification and pay the applicable fee no later than ninety (90) days following the fifth anniversary of the effective certification date and every five (5) years thereafter, except as provided for in Section 4.4., if recertification is desired or allowed.

4.3.2 Upon receipt of the recertification application and fee, the CDOA's name will be published in the NADOA Newsmagazine or other official publication of NADOA. Any objection to the recertification of the CDOA must be in writing and signed by a NADOA member or non-member who qualifies his knowledge and objection. All such letters will be considered confidential and must be received by the Committee at the official address of NADOA within thirty (30) days following the last day of the month in which the Newsletter or other official publication of NADOA was published.

4.3.3 If a question arises concerning the CDOA's ethics or technical or professional competence, the Committee may request that the CDOA appear before the Committee at its next scheduled virtual meeting, at which time such objections may be discussed in private with the CDOA. The request must be sent in writing via email or letter to the last known address.

4.3.3.1 Formal Complaint

If the Committee determines that the charges and allegations warrant a more formal process, it will appoint an Investigating Sub-Committee composed of at least three (3) Committee

members. If justified by a preliminary investigation conducted by the Investigating Sub-committee, a formal complaint will be prepared by the Committee and forwarded by Certified Mail to the CDOA in question within ninety (90) days of the final date on which an objection letter for the CDOA in question may be received by the Committee. Such complaint shall set forth in writing the specifics of the objection, as well as any possible conflicts involving the Code of Ethics, Bylaws, or other rules or regulations alleged to have been violated.

The Committee shall allow sixty (60) days for the CDOA to respond to the objections. The President shall be timely informed of the progress of all investigations and subsequent action.

4.3.3.2 Notice of Hearing

At the end of the specified response period, the Committee will decide whether or not to fix a date and place for the hearing. If a decision is made to conduct a hearing, the Committee shall give the CDOA notice in writing mailed to him by Certified Mail at his last known postal address not less than thirty (30) days before the hearing date, accompanied by a copy of the formal charges. If no response is received within the allotted time period, the Committee will have the option of rendering judgment regarding the CDOA's recertification based upon the evidence available to it at that point in time.

4.3.3.3 Hearing

The hearing is to be informal and conducted in an orderly and dignified manner. A quorum of at least two-thirds (2/3) of the Committee must be present. The person(s) who have formally objected to the CDOA's recertification shall be invited to participate and to present relevant documentation and evidence. The CDOA shall have the right to cross-examine those individuals objecting, if they are present as witnesses and be represented by an attorney, if desired. The Committee may also be represented by legal counsel. The Committee will appoint an Investigation Sub-Committee member or its legal representative to read the formal charge into the record, as well as present evidence and witnesses as it deems necessary. The CDOA shall then have the right to present both an oral and a written statement to the Committee, as well as cross-examine those individuals objecting, if they are present. In lieu

of personal appearance, the CDOA may request the Committee to adjudge the matter on the basis of a written statement of defense submitted in a letter. This written defense must be submitted by Certified Mail to the Chairperson(s) of the Committee at the Association's address and postmarked at least ten (10) days prior to the date of the hearing. Failure of the CDOA to appear or submit a waiver letter and a written defense does not prevent the Committee from issuing a decision based on the available evidence. A transcript of the hearings shall be made a part of the record of the hearing. A permanent record of the evidence and hearing shall be maintained indefinitely and in strictest confidence.

4.3.3.4 Decision of the Committee

After the conclusion of the hearing or study of the written defense submitted in lieu of a hearing, the Committee shall consider and vote to deny or renew the CDOA's certification. The recertification shall be renewed unless the Committee votes by a two - thirds (2/3) majority vote of those present to deny certification.

4.3.4 Upon completion of the steps outlined in Section 4.3.1 through Section 4.3.3, the CDOA will receive written notice from the Committee of the final approval or denial, of the application for recertification. The CDOA will be notified by Certified Mail should the Committee deny the application. The CDOA may appeal to the NADOA Board within forty-five (45) days of receipt of said notice. The decision of the NADOA Board of Directors is final.

4.3.5 Following approval of the application for recertification, pertinent material to update the CDOA's certificate will be mailed to the CDOA.

4.3.6 Under extenuating circumstances and pursuant to written correspondence from the CDOA, the Committee has authority to grant a one-time exemption if certification should lapse. If granted, the CDOA will be allowed to seek reinstatement by furnishing the necessary evidence satisfying the recertification requirements or by applying for permission to sit for a certification examination. Thereafter, compliance with the procedure for initial certification, including passing the examination, will be required.

4.4 Retired CDOA's

A retired CDOA may request Retired Certification Status if the individual is 1) aged 55 or older; or 2) has at least 15 years of active employment in the oil and gas industry. Upon approval by the Committee, the "Retired" designation will be recorded in the CDOA's records, and no further fees or recertification requirements will apply. If a "Retired" CDOA resumes active Division Order analysis or related work, the individual must notify the committee in writing. Reinstatement of active certification will be granted provided the individual is 1) a current member of NADOA; 2) has no official ethics complaints; and 3) submits proof of current Division Order or related employment. Grandfather Clause: All individuals holding Retired CDOA status are eligible for reinstatement under this provision but must submit a written request to the Committee.

5. REVOCATION OF CERTIFICATION

Certification may be revoked at any time for unethical behavior, and the Committee may invite the CDOA to appear at a hearing consistent with Sections 4.3.3.2 through 4.3.4. to consider the charges. The CDOA may appeal the Committee's decision to the NADOA Board of Directors within forty-five (45) days after written notice of the decision is received by Certified Mail. The decision of the NADOA Board of Directors is final.

6. FEES

All applicable fees for certification and recertification will be established by the NADOA Board of Directors. The non-refundable fee to apply for certification is $50.00 for NADOA members. The non-refundable Certification fee is $100.00 for NADOA members. The fee for recertification is $50.00 for NADOA members. Being an active member of NADOA is a requirement. In the event a CDOA is denied recertification, the recertification fee, less a $25.00 processing fee, will be refunded.

7. MUTUAL AGREEMENT

The applicant for certification does, by such application, agree to hold NADOA, its officers, Board of Directors, and individual members harmless and without fault should

the decision of the Committee and/or NADOA Board of Directors result in the denial or revocation of certification or recertification.

8. AMENDMENTS AND REVISIONS TO THE POLICY

The Policy may be amended and/or revised by a majority affirmative vote of the NADOA Board of Directors.

APPROVED

NATIONAL ASSOCIATION OF DIVISION ORDER ANALYSTS