

## 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 4<sup>TH</sup> 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 ☺***