

Introduction

Division order analysts, like many other professionals, are a unique group of individuals for whom a job description is not easily obtained. The division order analyst may be employed on a contract or permanent basis by a small independent, a major corporation, an oil and/or gas purchaser, a mineral interest owner, or a trust department. Furthermore, the division order analyst may specialize in a particular geographic area or department. No matter what the duties, however, the division order analyst is responsible in some manner for the proper distribution of revenues obtained from oil and/or gas production.

Certification acknowledges the individual designated as a Certified Division Order Analyst (CDOA) as one who possesses the highest degree of professionalism, technical expertise, and ethical standards within the industry. Achieving the degree of expertise demonstrated through certification is an important goal for those who work in the discipline.

With this goal in mind, the *CDOA Review Manual* has been prepared as an educational and testing tool for the individual with a minimum of three to five years' experience in division order analysis. Articles contained in the *CDOA Review Manual* are designed to challenge the division order analyst and provide a better understanding of the oil and gas industry as a whole.

The authors whose works are featured in the *CDOA Review Manual* possess the expertise necessary to address the various subjects contained in the manual. However, it should be noted that each chapter represents the author's views only and is not purported to be a legal treatise on any subject. Due to the evolutionary nature of the oil and gas industry, it will be necessary to update many of the materials contained in the manual. However, it is hoped this manual will provide the reader with new insights into the job discipline known as division order analysis.

National Association of Division Order Analysts
PO Box 1718
Helena, MT 59624
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Voluntary Certification Program Policy and Procedures

Certification A Certified Division Order Analyst (CDOA) possesses experience, knowledge, and professional competency in the duties generally associated with the Division Order Administration. The CDOA designation denotes the individual has a sense of personal and professional ethics, high moral character and integrity.

Our certification program is governed by our [Voluntary Certification Program Policy and Procedures](#).

FOREWORD

The views expressed herein are the opinions of each author and do not necessarily reflect the views of the Certification Committee or of the National Association Of Division Order Analysts. Many of the authors are not attorneys. This manual and its contents are provided for educational purposes, not legal advice, and should not be relied upon for any other purpose. You should contact an attorney regarding your specific situation.

Certification Committee of the National Association Of Division Order Analysts