



## Division Order (DO) Certificate Program

### MODULE 4: Oil & Gas Calculations

Course conducted in July and January.

NOTE: Membership in [National Association of Division Order Analysts](#) (NADOA) required for this course.

<b>Instructor</b>	Alyce Hoge, J.D., CPLTA, CDOA, AAPL   <a href="mailto:ahoge@landtraining.net">ahoge@landtraining.net</a>   832.298.7791
<b>Overview</b>	<p>Calculating oil and gas interests are essential for any land professional but for Division Order Analysts, it is an essential function of the job. The work of a division order analyst can be divided up into two separate segments 1). Maintaining current ownership in existing properties, often referred to as "maintenance" or changes of ownership, and 2) Setting up new wells. The work of setting up a well in your company's computer software system begins when a well permit is received. That is an indicator that the drilling process for the well has begun. A division order analyst monitors the drilling process and once production occurs and the well is set up.</p> <p>Typically, a division order analyst relies on a title opinion, rendered by a licensed attorney, that identifies all the owners in the well, their interest type and percentage of interest (expressed in decimal form) in the well. Most division order analysts set up an Excel spreadsheet to set up all the components of the ownership in the well and this is uploaded into their company's software system. So, knowledge of Excel is important. In this course, we will teach you how to read a title opinion, how to set up a well in Excel and how to calculate the interests of each of the owners including royalty owners, working interest owners, non-participating owners, etc.</p>
<b>Text</b>	National Association of Division Order Analysts (NADOA) Study Guide
<b>Course Objective</b>	<p>Week 1: Learn basic well terminology, what a title opinion is, basic formulas and a basic introduction to Excel.</p> <p>Week 2: Set up a well in Excel for both working interest owners and royalty owners using a sample title opinion.</p> <p>Week 3 &amp; 4: Set up a new well in Excel with a new title opinion AND overriding royalty interest owners to see how they fit into the spreadsheet and ownership in the well.</p>



Page 2, continued

## Division Order (DO) Certificate Program

### MODULE 4: Calculations

<b>Exam</b>	Available online on the last week of the course from <b>Tuesday at Noon until Saturday at 11:59pm Central</b> . An assignment summary and exact dates will be provided.
-------------	---

*NOTE: Participation for this course and access to the study guide requires students to be, or become, a member of the **National Association of Division Order Analysts (NADOA)**; visit: <https://www.nadoa.org/>. Membership is \$75 per year and requires two sponsors for initial year. If you need support in finding a sponsor, please contact your instructor.*

### DO Certificate Program

The DO Certificate Program is an online, self-paced program with six total modules. Each module spans one month and requires approximately 12 hours to complete. The fee per module is \$612.50 for Texas residents and \$637.50 for Non-Texas residents.

Module	Course Title	Session Start
1	Introduction to Division Order Practices	April & October
2	Land Titles, Title Examination & Title Opinions	May & November
3	Land & Leasing	June & December
4	Oil & Gas Calculations	July & January
5	Oil & Gas Law	August & February
6	Oil & Gas Contracts	September & March

Learn more and register at [www.landtraining.net](http://www.landtraining.net).

