



Division Order (DO) Certificate Program

MODULE 1: Introduction to Division Order Practices

The course is conducted in April and October.

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

Instructor	Alyce Hoge, J.D., CPLTA, CDOA, AAPL ahoge@landtraining.net 832.298.7791
Overview	<p>Introduction to Division Order practices introduces students to the various career paths in Land Management, specifically emphasizing the role, qualities, and qualifications of a Division Order Analyst. In addition, it focuses on the advantages of a professional image in the workplace.</p> <p>The course also provides an industry overview, including a brief history of Division Orders from its unique title (What is a division order analyst?) to its evolution into the technology and practices used today. The course emphasizes knowledge of the oil and gas industry and the Division Orders' unique role in the industry. The course concludes with Legal Descriptions and Land Measurements with a workshop on how to plot legal descriptions in a metes and bounds and Congressional survey system. Calculations are offered in each Module (Module 4 focuses solely on Division Order Calculations). In Module 1, acreage calculations in legal descriptions are covered.</p>
Text	National Association of Division Order Analysts (NADOA) Study Guide
Objective	<p>By the end of Module 1, students will be able to:</p> <ul style="list-style-type: none">• Understand the role, duties, and qualifications of different careers in land with a specific emphasis on the Division Order Analyst• Evaluate the benefits of Membership in the National Association of Division Order Analysts (NADOA)• Define the 5 Steps of Petroleum• Understand the History of the U.S. Land Survey Systems• Plot acreage using section, township, and range in the Congressional Survey System• Calculate acreage in various property descriptions• Appreciate the advantages of a Professional Image in the Workplace



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Forum	Discussion boards are online chats or group discussions that are required upon the completion of webinars or DVDs. Please post a comment in each forum and comment on the posts of at least three of your fellow students.
Additional Assignments	<ol style="list-style-type: none"> 1. Please upload your photo beside your name under the People tab ASAP. This will be used for networking purposes, specifically in Discussion Forums. 2. Please complete the Legal Descriptions Worksheet by plotting the legal descriptions based on the Jeffersonian/Congressional system. <p>An assignment summary with details and due dates will be provided.</p>
Exam	Available online the last week of the course from Tuesday at Noon until Saturday at 11:59 pm Central.

NOTE: Participation in this course and access to the study guide require students to be or become members of the **National Association of Division Order Analysts (NADOA)**; visit <https://www.nadoa.org/>. Membership is \$100 per year and requires two sponsors for the initial year. If you need support in finding a sponsor, please get in touch with your instructor.

DO Certificate Program

The DO Certificate Program is an online, self-paced program with six modules. Each module spans one month and requires approximately 12 hours to complete. The fee per module is \$525.00.

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	Calculations	July & January
5	Oil & Gas Law	August & February
6	Oil & Gas Contracts	September & March

Learn more and register at www.landtraining.net.

