



Division Order (DO) Certificate Program

MODULE 2: Land Title, Title Examination & Changes of Ownership

This course is conducted in May and November.

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>Module 2 of the Division Order Certificate Program focuses on how and when legal title to oil and gas properties changes hands and the legal requirements to do so effectively. To that end, we begin with a lecture on Real Property Law, the foundation for all land work. In this lecture, we examine the different degrees and types of ownership in real property as well as the various instruments used to change ownership. Then, we look at how title is examined and "chained" by Landman when initially trying to ascertain ownership for leasing purposes.</p> <p>In Week 2, we focus more on Changes of Ownership including which documents are required for each specific type of transaction. In Probate Law, we examine how property is transferred when an owner is deceased. Finally, the course concludes with the law of escheat, that is, when states require monies placed in suspense in our system to be held by the state, and its application in all the different oil and gas producing states.</p>
Text	National Association of Division Order Analysts (NADOA) Study Guide
Objective	<p>By the end of Module 2, students will be able to:</p> <ul style="list-style-type: none"> • Understand Real Property Law and its Impact on Land Practices • Distinguish the Different Types of Ownership in Land, including undivided interests, joint ownership, surface estate, mineral estate • Distinguish Different Degrees of Ownership in Land such as Fee Simple & Fee Simple Determinable (Life Estates) • Understand & Interpret Conveyance Instruments including the Quit-Claim Deed, Warranty Deed & Special Warranty Deed • Know and apply the correct legal documents to affect a change of ownership • Identify & Apply Probate Laws of Colorado, Oklahoma, New Mexico, Arkansas, Texas, Louisiana, Pennsylvania, and West Virginia • Understand and apply the Duhig Rule when dealing with fractional interests • Understand the laws of Escheat



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Organization	The course includes readings from the text, lectures assignments and class discussion forums. Students may view any of the lectures and videos on their own schedule.
Discussion Forums	Discussion forums are online chats or group discussions that are required upon the completion of lectures. Please post a comment in each forum and comment on the posts of three of your fellow students.
Project	The course project for this Module is an exercise in handling changes of ownership. You will be provided with three (3) typical changes of ownership documents requesting a change in the corporate records. Please prepare a response to the mineral owner describing whether the documents provided are sufficient to transfer legal title or if more documentation is correct. If so, what additional documentation will you require from the mineral owner? Details and due dates to be provided.
Exam	Available online on the last week of the course from Tuesday at Noon until Saturday at 11:59pm 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 total 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.

