

CPLTA REQUIREMENTS

Work Experience

To qualify for candidacy, each applicant must furnish evidence of having completed a minimum of seven years of full-time work experience (or work/study equivalent) directly related to lease and title analysis, lease administration within the energy industry, or in a related supervisory or management position.

Academic Achievement

A maximum of three years' credit may be granted toward the seven-year work/study requirement based on evidence of the applicant's having attained certain recognized levels of academic achievement. Credit is allocated as follows:

- Two years credit for having earned a bachelor's degree from an accredited college or university.
- One year additional credit for an advanced degree in business, law or other approved program or if

the bachelor's degree is in petroleum/mineral land management at an AAPL-approved institution.

Ethics and Integrity

Each applicant must satisfy standards of character and integrity as set out in the Code of Ethics of the Bylaws of the National Association of Lease and Title Analysts. The candidate's signature on the application form will warrant his/her personal acknowledgement and acceptance of the conditions and responsibilities that go with the designation CPLTA and constitute an affidavit as to the truth of all statements made in the application.

Local Committee Review

To help assess the applicant's eligibility for certification, a committee of peers from the nearest local NALTA chapter will be asked to review the application and verify that all requirements have been satisfied. If no local affiliate exists, the national Certification Committee will obtain verification and recommendations from original sources. An application will be considered complete only after all forms and recommendations have been received by the Certification Committee and all applicable fees paid.

Approval or Rejection of Application

Each applicant will receive written notice of the Certification Committee's decision. Those approved for candidacy will be furnished information regarding the CPLTA examination schedule, review material and seminars. In the event candidacy is denied, the reason(s) for denial will be specified and the applicant will have 45 days after receipt of notice to file an appeal with the Board of Directors of NALTA. The Board's decision will be final.

Publication

Each approved candidate's name and address will be published in the next issue of the NALTA News. Any member who believes there is just cause for withholding certification will have 45 days from date of publication to submit his/her views in a signed statement to the Certification Committee. All such statements will be investigated and resolved. As with every other phase of the certification process, strict confidentiality will be maintained.