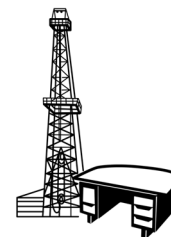




Association of Desk and Derrick Clubs



Report for Budget & Planning / Convention

Report of	Education/Certification- Philana Thompson		
Meeting	B&P	Date	1/27/2024
Location	Virtual		
Items Requiring Vote (<i>state motion</i>), General Consent Decision, or Discussion by Board.			
<p>Discussion: The amended guidelines were submitted to the guidelines review committee for review 2/18/2023, our committee has not received any feedback or notification of board approval or recommended changes.</p> <p>See attached proposed amendments.</p>			
General Information Items			
Energy Technician Track: The next series to be offered at Regionals & Convention is Transportation, infrastructure & consumption. We are awaiting approval of guidelines to move forward with preparing the program.			
Petroleum Technician Track: Currently we have Land & Leasing recorded (2021) and are able to offer to members off-line. We are currently working on a report to send out to membership of the classes' members are needing to take, if enough interest is presented on a track, we will offer it virtually and add the class to our drive for future use.			
Committee: A potential committee representative reached out and had many great ideas and wanted to start the process to pursue being able to offer CEUs. Once she is confirmed I will direct her to get started on her research.			
Requests for Assistance by the Association Distribution Office			
None at this time.			
Requests for Assistance by ADDC Board of Directors or ADDC Committees			
Approval of proposed guidelines.			
Signed	<i>Philana Thompson</i>		Date 1/15/2024

Certification Program Committee Procedure Guidelines

The purpose of the Association of Desk and Derrick Clubs (ADDC) ~~C~~certification ~~P~~programs (programs) is to provide an educational ~~program courses~~ covering the subjects within the established curriculums. ~~prior to the start of the annual ADDC convention educational conference and/or the annual regional meetings.~~ ADDC offers two Certification Tracks; Petroleum Technician and Energy Technician.

~~Individuals attending a certification program and passing the comprehensive examination shall be given a certificate of completion. A petroleum technician certificate of completion will be given to individuals who have attended and passed the comprehensive examination for the six subjects included in the curriculum at either conventions or regional meetings.~~

Subjects to be included in the ~~P~~petroleum ~~T~~technician ~~track~~ certification program curriculum are:

- Geology
- Land and Leasing
- Drilling
- Completion and Production
- Marketing
- Accounting

Subjects to be included in the energy technician track are:

- Natural Resources (Geology)
- Producing Energy 101
- Transportation, infrastructure & consumption
- Economics
- Regulatory & Politics

The Petroleum Technician track will only be offered virtually, the Energy Technician track may be offered virtually or in person in conjunction with regional and convention meetings.

The courses may be offered in any order for the Petroleum Technician track, the Energy Technician track should be offered in the above order for the first rotation beginning 2022.

~~The order can be changed as needed for each region; however, all six subjects shall be presented before a new rotation starts. The rotation will be tracked in the database. The most current rotation will be provided in the Budget & Planning, Regional and Convention report given by the Committee representative.~~

Individuals attending a certification course who pass the exam shall be given a certificate of completion for that course. Upon completion of all subjects within a given

track they will receive a certification of completion for that track.

Presentations at regional meetings are optional.

An instructor, knowledgeable on the subject to be covered, shall prepare and present each program. They will be required to use the standardized curriculum, they may add enhancements to the curriculum but cannot remove content. The exam is based on the curriculum and may not be changed.

The length of the program shall be established by the instructor but shall be no less than five hours or more than eight hours long and may include a field trip, if the field trip is related to the subject and a program is presented.

~~The instructor shall prepare a comprehensive examination covering items presented in the class. The committee can furnish examples of questions to the instructor upon request. The instructor~~ A certification committee member, or designated representative shall grade the completed examinations, unless he/she requests that the certification committee assume this responsibility.

The committee shall:

1. Work closely with the convention or regional general arrangements committee chairman or the designated individual to be the committee's contact. This includes but is not limited to, obtaining an instructor, meeting facility arrangements, audio/visual requirements, and course materials.
2. Ensure that only individuals registered for the program are in attendance.
3. Coordinate on-site registrations which shall be dependent upon available space and course materials.
4. Oversee distribution and collection of course examinations.
5. Maintain the database with up-to-date records of all individuals attending a program including examination scores. The database shall be stored on the ADDC google drive folder.
6. Scan and forward all graded examinations to the Association Distribution Office where they will be maintained.
7. Present certificates of completion to individuals who have met the program requirements.

A. Chairman Duties

1. Prepare a budget request to be presented at the annual Budget and Planning Meeting. Any expenses not associated with the certification program itself but necessary to carry out the duties of the committee shall be included in the budget request.
2. Prepare a committee report to be presented at the annual Budget and Planning Meeting.
3. Prepare a committee report to be presented at each Regional

Meeting.

4. Prepare a committee report to be presented at the annual Pre-Convention Board Meeting.
5. Prepare the ADDC Year End Committee Summary Report and forward to the incoming committee chairman.
- ~~6. Coordinate with the committee members any continuing education hours that are available for the class as set out in Exhibit A, attached to and made a part of these procedures, "Planning a Certification Program".~~
- ~~7-6.~~ Files and database are to be forwarded to Committee Chair successor as soon as practical (Maximum of 30 days).

B. Regional Representative Duties

Assist the chairman as required, especially in coordinating programs presented at regional meetings. See Exhibit A for guidance.

C. Accounting Procedures

1. The program is self-supporting.
2. The net profit from the presentation at convention shall be maintained in the Convention checking account. The committee chairman and the ADDC treasurer will coordinate the transfer of funds from the Convention Checking account to ADDC Checking account. It is the responsibility of the program chairman and the ADDC treasurer to ensure that accounting for the certification course offered at the annual convention is accurate.
3. At the regional level, the net profit from the presentation at the regional meeting would be maintained in the regional fund. It is the responsibility of the regional representative and either the regional director or the regional fund treasurer to ensure that the accounting procedure is handled correctly. The use of a spreadsheet would aid in maintaining the net profit each year. Using this type of accounting would ensure that any profit at regional level would remain with that region and available for other presentations in that region.
4. The Energy Technician Track may be offered to members and non-members with course fees established by the region and convention GACs and coordinated with the Certification chairman. Since this program is presented prior to the start of the ADDC Convention or Regional Meeting, any member may attend the program presentation without paying the convention or region meeting registration.
5. The Petroleum Technician (virtual) track is offered through ADDC and is only available to current members in good standing. The course fee shall be determined annually at the Budget & Planning meeting. The registration fee for each program presentation should

~~be a minimum of \$75.00 for members and \$125.00 for non-members. Fees can be increased if needed to cover the program's expenses.~~

- ~~1. As with any program there is always a minimum number of attendees set to offset the expenses. Since this program is presented prior to the start of the ADDC Convention or Regional Meeting, any member may attend the program presentation without paying the convention or region meeting registration.~~

- ~~6.~~
- ~~2. The program is self-supporting. The net profit from the presentation at convention shall be maintained in an ADDC accrual account. The committee chairman and the ADDC treasurer will coordinate the transfer of funds from the Convention Fund to ADDC. It is the responsibility of the program chairman and the ADDC treasurer to ensure that accounting for the accrual account is accurate. The money in the accrual account is available for use at convention, if the cost of the program exceeds the income.~~

~~At regional level, the net profit from the presentation at the regional meeting would be maintained in the regional fund. It is the responsibility of the regional representative and either the regional director or the regional fund treasurer to ensure that the accounting procedure is handled correctly. The use of a spreadsheet would aid in maintaining the net profit each year. Using this type of accounting would ensure that any profit at regional level would remain with that region and available for other presentations in that region.~~

EXHIBIT A

Planning a Certification Program

1. Find an instructor who is knowledgeable in the subject being presented.
 - ~~Geology—Geologist~~
 - ~~Land—Landman or someone who manages a land department~~
 - ~~Drilling—Engineer or someone who manages the drilling program for a company~~
 - ~~Completion/Production—Engineer or someone who handles completions, it could even be a field man. You might even consider having someone with the regulatory agency present part of the program~~
 - ~~Marketing—Someone who deals with marketing daily~~
 - ~~Accounting—Someone familiar with oil and gas accounting. There are several members of COPAS (Council of Petroleum Accountants Society) who present programs throughout the year for other organizations.~~

2. Before you approach the instructor make sure you understand what will be required for the presentation.
 - Remember the program needs to be 5-8 hours in length and include an exam at the end of the session. Allow at least an hour of the program time for the exam.
 - ~~Check with the instructor to see if they prefer a certain publication related to the subject, and purchase for them, if needed (this will be part of the program's budget—covered below). You might suggest PETEX's Fundamentals of Petroleum which covers all subjects except for accounting. Their website is <http://www.utexas.edu/ce/petex/home/>. You will find numerous other publications there as well.~~
 - Inquire about fees and expenses for the instructor. It is always best to find someone local (close to where the convention or regional meeting is being held).
 - Know the dates and location of the presentation.

3. Work closely with the meeting's general arrangements chairman in securing the date, room, audio/visual, and other setups required for the presentation.

4. ~~As noted in the committee's guidelines, the registration fee for the program should be a minimum of \$75 for members and \$125 for non-members.~~ The program is self-supporting. Once the expenses involved are known a budget should be prepared. The following should be taken into consideration when preparing the budget.

- Instructor fees and expenses
- ~~Publication for the instructor, if requested~~
- Printed materials for the ~~attendees~~attendees.
- Room costs including audio/visual, water and coffee ~~stations~~stations.
- ~~Certificate fee for continuing education hours.~~

~~5.—~~The success of the program relies heavily on marketing. Develop promotional materials that can be sent to the target group. Obtain a brief biography and photo of the instructor for the program/registration packet and social media. Obtain approval from the instructor to share on social media. ~~Consider writing an article on the instructor when registration for the meeting begins and include the name of the publication that the instructor will be using, if known and distribute to the Regional Directors. Some members like to know in advance so they can purchase and study before the day of the class.—~~

5.

6. On the day of the program arrive early enough to make sure all is in place and ready to go. You will be responsible for checking everyone in, distributing and grading the exams. The instructor, or an appointed individual, can grade the exams. The graded exams should be turned in to you. Scan and e-mail a copy back to the attendees as well as ADO. Send the originals to the committee chairman so the program spreadsheet can be updated.

It is acceptable for the attendees to use their notes or printed materials when taking the exam.

7. Each attendee will receive a certificate for completing the course that was offered and once they have completed all required ~~six~~ courses, they will receive the Petroleum Technician or Energy Technician Certificate of Completion. The committee chairman will furnish you templates to use to create these certificates.