

# **CAPLA Certification**

Everything you need to know  
about CAPLA's Certification  
Exams

# CAPLA Certification Exam

Why should I bother writing the exam?

# CAPLA Certification Exam

- How well do I really understand this business I am working in?
- In what areas could I use additional training and/or experience to become a more complete Petroleum Land Administrator?
- How can I demonstrate to my management or a potential employer that my experience and training has taught me what I need to know to do my job as an “accomplished” Petroleum Land Administrator?

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Will there be any seminars or study materials provided in advance to help me prepare for the exam? If not, how would I prepare for this exam?

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- CAPLA has created a detailed road map, as a guide, that can be accessed through the Internet, indicating the subject matter you will be tested on. As well, there is a Nexus Article, as a Certification download, entitled “NEXUS Articles and the CAPLA Certification Exams (Contracts, Minerals & Surface)” that can be used as a reference guide to various Nexus Articles relating to the specific sections of each exam.

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- There is no specific study material. However, your practical working experience supplemented by your knowledge gained from various relevant industry and post-secondary courses will prepare you for writing. The exam itself is also to be utilized as a learning tool to assist members in determining their strengths and weaknesses. Your results may direct you to take additional training.

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How long is my certification valid?

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Your certification does not terminate but the certificate will indicate the date of your successful completion of the exam. In the future, if you are interested in updating your certification, you can re-write the exam by paying the appropriate fees.

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How can I use my designation once received?

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- The industry designations that have been created are Certified Petroleum Mineral Administrator (CPMA), Certified Petroleum Surface Administrator (CPSA), and Certified Petroleum Land Contract Administrator (CPLCA). You can use these designations on your business cards, correspondence and in the same way other industry designations are commonly used. These designations may also appear in the CAPLA Roster.

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How do I apply to write?

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- Application Forms may be obtained by downloading copies from CAPLA's website. [www.caplacanada.org](http://www.caplacanada.org) (Once you have logged into the CAPLA website using your e-mail address and password, click the Certification Tab in the left column. Then click on the Certification Application Form to open and then download the necessary form.)

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The CAPLA Certification Program Standards & Guidelines is also available on the website. The completed application and non-refundable application fee is to be returned to the CAPLA Office by the applicant.

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How much will it cost to write an exam?

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The non-refundable Application Fee is \$50.00 (plus GST), paid to CAPLA. This initial fee is required because CAPLA aims to recover a small portion of its overhead for such things as certificate design and printing and also advertising. This is a one-time fee that pertains to all exams written.

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- Once your application form has been approved, and your application fee has been paid, the fee for writing the exam is an additional \$100.00 or \$200.00 (plus GST), for the first sitting, which is to be paid directly to SAIT/Olds, prior to writing. The fee covers administration costs to deliver the exam to approved applicants. Note that there is no additional charge for up to three (3) re-writes within the year of the first writing. SAIT is reviewing its fees and the amount charged may change in future, at SAIT's discretion.

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When will the exams be offered?

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Four exams are offered each year, two in the spring and two in the fall, with a typical 6 week time span between the two spring exams and fall exams. The current application form, found on the CAPLA website ([www.caplacanada.org](http://www.caplacanada.org)) reflects the application deadlines and exam dates.

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Who will be compiling the exams and what are their qualifications?

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- For each exam, the Request For Proposal (RFP) for Exam Design was sent out to a number of Academic Institutions. Through a process of selection, the Southern Alberta Institute of Technology (SAIT) was awarded the Exam Design for both Land Contracts and Minerals Certification. Olds College was awarded the Exam Design for Surfaces Certification.
- Subject matter experts are selected by SAIT and Olds and then approved by CAPLA's Certification Committee. Each question prepared by the subject matter experts is reviewed by the pertinent sub-committee before it is included in the exam question data base.

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What is the format of the exam?

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The exam is in multiple-choice format, which includes 100 questions in total.

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What subject areas will the exam cover?

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Please consult the road map on the CAPLA website ([www.caplacanada.org](http://www.caplacanada.org) ).

- Click on the Certification Tab and download the appropriate roadmap.

# CAPLA Certification Exam

What is the minimum mark that must be achieved in order to pass the exam?

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A passing grade for the Land Contracts, Mineral and Surface Exams requires a minimum 70% on Section A and a minimum 80% on all other sections, with an overall average of 80%.

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If I fail my exam, do I have to re-write the whole exam or just a portion of it?

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It is not necessary to write the entire exam again. The exam is divided into sections, which would allow for only a portion to be re-written. CAPLA considers the exam as a learning tool, which will assist members in determining their strengths and weaknesses. So we will not penalize you by requiring you to re-write sections previously completed satisfactorily. You will have the lesser of 24 months or 3 re-write opportunities following your first examination date to successfully complete your exam.

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## The Roadmaps

The roadmaps were designed to include 4 Phases.

Pre-Acquisition, Acquisition, Maintenance and Relinquishment

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## **Phase 1**

### PRE-ACQUISITION

-Background Knowledge of Applicable  
Business Law (C, M, S)

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## **PHASE 2**

### ACQUISITION PHASE

- Creating Contractual Relations (C)
- Creating New Mineral Interest (M)
- Creating New Surface Rights (S)

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## **PHASE 3**

### MAINTENANCE PHASE

- Operating under Existing Contracts (C)
- Lease Maintenance (M)
- Maintenance (S)

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## PHASE 4

### RELINQUISHMENT PHASE

- Relinquishment of contract rights (C)
- Relinquishment of mineral rights (M)
- Relinquishment of surface rights (S)

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## **Sample Questions**

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From Phase 1 – Pre-Acquisition

**Mineral**

(M.PRE-AC.RP.FE.1.2)

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If a person holding a life estate dies and the original grantor pre-deceased them, the estate

- a) will revert to the Crown
- b) will revert to the Crown, unless the original grantor designated someone else in their Will
- c) will go to the person holding the remainder interest
- d) will go to the person designated by the life estate holder's will

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## **ANSWER**

- c) Will go to the person holding the remainder interest

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## **Phase 2**

### Acquisition

(M.ACQ.P.CAV.1.1)

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What is the impact of not registering a caveat for subsequent amendments under a freehold lease agreement?

- a) loss of priority on title
- b) loss of right of first refusal rights
- c) loss of royalty rights
- d) loss of transferability

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## **ANSWER**

a) loss of priority on title

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## **PHASE 3**

Maintenance

Financial

(M.MAINT.FIN.FH.2.2)

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Under a CAPL 1991 PNG Lease with a negotiated periodic payment of \$320.00 under Clause 2 “Rentals”, what payments are due after the end of the primary term when the lease is held by a producing well?

- a) \$320.00
- b) \$160.00
- c) Suspended well payment
- d) Royalties

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**ANSWER**

d) Royalties

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## **PHASE 3**

Maintenance

Non-Financial

(M.MAINT.NONFIN.CONT.IOGC.1.2)

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In Saskatchewan, the use of the number 9 in the first position of the location exception code in the UWI indicates a:

- a) horizontal well
- b) re-completion well
- c) whipstocked hole from an existing well
- d) deepening of an existing well

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## **ANSWER**

a) horizontal well

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## **PHASE 4**

Relinquishment  
(M.RELINQ.ARP.DTC.2.3)

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The Alberta Crown may grant an extension of a Section 18 notice period (Section 18(6)) if they feel the extension is warranted. Which one of the following would not qualify for an extension?

- a) areas of winter drilling only
- b) spring break-up
- c) caribou lands
- d) circumstances beyond control

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## **ANSWER**

b) spring break-up

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From Phase 1

**CONTRACTS**

Pre-Acquisition

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- Assuming the Farmout Agreement was amended by the Industry Agreement regarding Limitations, how long would Farmor have to commence action for non-payment of the Farmor royalty?
  - a) 2 years
  - b) 4 years
  - c) 6 years
  - d) 8 years

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## **ANSWER**

b) 4 Years

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## **C.ACQ.RDC.DEF.1.1**

A party paying the Gross Overriding Royalty in a farmout agreement is referred to as:

- a) the Farmee
- b) the Farmor
- c) the Grantee
- d) the Payee

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## **ANSWER**

a) the Farmee

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## **PHASE 3**

Maintenance

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How long does a receiving party have to respond to an Independent Operations Notice? (1990 CAPL)

- a) 15 days
- b) 20 days
- c) 30 days
- d) 45 days

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## **ANSWER**

c) 30 Days

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## **PHASE 4**

Relinquishment

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- Companies E, F, G, H are parties to a JOA with Clause 2401B selected. The WI are E40%, F30%, G20% and H10%. Company E wants to sell its interest to Company F and a ROFR notice is issued. G exercises, H waives and F does not respond.

By the strict terms of the 1990 CAPL Operating Procedures what are the resultant WI?

- a) F70%, G20%, H10%
- b) F54%, G36%, H10%
- c) F50%, G30%, H20%
- d) F30%, G60%, H10%

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## **ANSWER**

d) F30%, G60%, H10%

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**SURFACE**

**Phase 1**

Pre-Acquisition

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Joint Tenancy could be defined as follows:

- A) Involves one person on title, with 2 or more people occupying the said lands.
- B) Two or more owners on title, should one of the landowners on title become deceased, the remaining landowner must forfeit the lands.
- C) A person whom is the sole owner of the land and has willed the lands to a family member.
- D) Two or more owners, but each owner has a right of survivorship.

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## **ANSWER**

- D) Two or more owners, but each owner has a right of survivorship

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## **Phase 2**

## Acquisition

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To get access to land where the Lessor is not in possession of the land, you must get permission from the interested party in what form?

- A) Assignment
- B) Consent of Occupant
- C) Grant
- D) Right-of-entry Order

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## **ANSWER**

B) Consent of Occupant

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## **PHASE 3**

### Maintenance

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When is an Alberta Landowner eligible for a Rent Review?

- A) Every three years with the process beginning in the second year
- B) Every four years with the process beginning in the third year
- C) Every five years with the process beginning in the fifth year
- D) Every five years with the process beginning in the fourth year

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## **ANSWER**

D) Every five years with the process beginning in the fourth year

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## **PHASE 4**

Relinquishment

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You have been advised that your company has not drilled the well for which a Crown Mineral Surface Lease was acquired and no entry on the land has taken place. How do you obtain cancellation of the Crown disposition on this site?

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- A) Apply for a Reclamation Certificate from Alberta Environment
- B) Apply for a Letter of Closure from Alberta Sustainable Resources Development
- C) Apply for a No Entry Cancellation from Alberta Sustainable Resource Development
- D) Apply for a Termination Order from Alberta Surface Rights Board

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## **Answer**

C) Apply for a No Entry Cancellation from Alberta Sustainable Resource Development

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## **QUESTIONS?**

Contact Deborah Godfrey or Glen Sveinson  
(Co-Chairpersons of the CAPLA  
Certification Committee)