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PPDMTM

CREDENTIAL MAINTENANCE HANDBOOK

CERTIFIED PETROLEUM DATA ANALYST (CPDA)TM

THE PROFESSIONAL PETROLEUM DATA MANAGEMENT ASSOCIATION

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INTRODUCTION

ABOUT THIS HANDBOOK

The purpose of this handbook is to provide you with important information about the Credential Maintenance requirements necessary to maintain the Certified Petroleum Data Analyst™ (CPDA™) credential.

All Certified Petroleum Data Analysts, (CPDAs) are expected to read this handbook.

KEY CONTACT INFORMATION

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INTRODUCTION

CREDENTIAL MAINTENANCE OVERVIEW

To maintain an active certification status, you are required to complete professional development and learning activities, these allow you to earn Professional Development Units (PDUs). These PDUs fulfill your credential maintenance requirements and ultimately grow and develop your knowledge as a practitioner. The purpose of the Credential Maintenance program is to:

- encourage continuous learning and development among certification holders,
- provide direction in development areas to ensure relevancy of certified practitioners,
- recognize individual learning opportunities, and,
- sustain the global recognition and value of the CPDA credential.

CREDENTIAL MAINTENANCE REQUIREMENTS

PROFESSIONAL DEVELOPMENT UNITS (PDUs)

All CPDAs™ are required to complete a minimum of ninety (90) hours of professional development units (PDUs) per three-year term to renew their certification.



Ways to Earn PDUs

PDUs can be earned through various professional development activities associated with two groups:

Group A: Education

Group A is focused on learning opportunities that allow you to expand and enhance your technical, leadership, strategic and business management skills.

Submissions under Group A must be related to one (or more) of the eight CPDA Competency Areas to be accepted.

- Data Governance
- Data Analysis
- Data Quality Management
- Data Security
- Spatial Data
- Exploration and Production (E&P) Lifecycle
- Master Data Management
- Communication

A minimum of sixty (60) PDUs are required per 3-year term for Group A.

Group B: Giving back to the Professional Discipline

Group B includes activities that enable you to share and utilize your knowledge and skills to contribute to and help build the profession.

Submissions under Group B must be directly related to your profession as a Certified Petroleum Data Analyst to be accepted.

A minimum of thirty (30) PDUs are required per certification term for Group B.

Group A 60 PDUs	Group B 30 PDUs
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Professional Development Activities

The table overleaf (below) details activities that you may complete to earn your Professional Development Units, examples of Supporting Documentation, and the maximum PDUs that can be claimed in each activity area.

Please use your best judgment to determine relevant PDUs when selecting activities that are not listed within these guidelines. Activities surrounding hobbies or a second profession not related to the credential are not eligible for PDUs. For example, activities that do not qualify for earning either Group A or Group B PDUs include attending Alumni Association Meetings, Parent Teacher Association meetings, Photography Club gatherings, or volunteering at an animal rescue centre as these activities are not related to the CPDA credential.

If a CPDA is unsure if a professional development activity meets the Credential Maintenance requirements, they should contact the Registrar (certification@ppdm.org) providing details of their intended activity. If necessary, the Registrar will work with the Petroleum Data Management Certification Committee (PDMCC) to determine the suitability of an intended activity for the purpose of Credential Maintenance.

In most instances, **one (1) hour of activity** is equal to **one (1) Professional Development Unit (PDU)**.

		Professional Development Activity	PDU Maximums	Supporting Documentation
90 PDUs	Group A Education (Minimum 60 PDUs required per 3-year term)	Registered Courses Training courses, seminars aimed at developing petroleum data management knowledge, skills, and competence.	A maximum of 60 PDUs will be awarded per 3-year term.	Registration form, certificate or letter of attendance and course abstract.
		Conferences & Industry Events Attending professional conferences aimed at developing petroleum data management knowledge, skills, and competence.	A maximum of five PDUs will be given per day to a maximum of 20 PDUs per 3-year term.	Registration form, certificate or letter of attendance and event agenda.
		In-House Training Attending employer-provided, workplace continuing education aimed at developing petroleum data management knowledge.	A maximum of 20 PDUs per 3-year term.	A certificate/letter from employer outlining the learning outcomes.
		Self-Directed Learning Reading books, instructional workflow manuals, published articles and attending relevant webinars aimed to develop competence.	A maximum of 20 PDUs will be awarded per 3-year term.	Provide details of the learning materials and outcomes.
		University or Academic Institution Courses Successfully completing academic coursework. Courses must be offered for degree/diploma credit and related to petroleum data mgmt.	One semester will equate a total of 20 PDUs to a maximum of 60 PDUs per 3-year term.	Transcript or grade report indicating a passing mark.
	Group B Giving Back (Minimum 30 PDUs required per 3-year term)	Create Content Creating new knowledge resources for use by industry. (See page 6 for additional guidance).	A maximum of 15 PDUs will be awarded per 3-year term.	Provide details of the materials and outcomes.
		Give a Presentation Presenting on topics relevant to the Data Analyst profession.	A maximum of 15 PDUs will be awarded per 3-year term.	Provide details of the presentation and your preparation.
		Share Knowledge Sharing your data analyst knowledge to help others learn and grow (E.g., mentorship).	A maximum of 15 PDUs will be awarded per 3-year term.	Provide details.
		Volunteer Providing volunteer services to non-employer or non-client organizations.	A maximum of 15 PDUs will be awarded per 3-year term.	Provide summary of activities and organization.
		Work as a Practitioner Working in your certified role.	A maximum of 15 PDUs will be awarded per 3-year term.	Provide updated CV/Résumé.

In most instances, **one (1) hour of activity** is equal to **one (1) Professional Development Unit (PDU)**.

Additional Guidance – Group B, Create Content

Preparing Materials for a Presentation

You can use this activity area to claim time spent preparing materials for use by industry, this includes the preparation of materials for presentations that you, or a colleague, may give either in the workplace, or at an industry event.

Publishing a Book or an Article

In most instances, one (1) hour of activity is equal to one (1) Professional Development Unit (PDU) there are some exceptions under this activity area:

- **Publishing a Book**
30 PDUs may be earned for the first publication of a book.
Reprints and republications do not apply for PDUs.
- **Publishing an Article, or White Paper**
PDUs can be earned for the first publication of an article. The table below identifies the number of PDUs that will be earned based on the length of the published material. A page is estimated at 700 words.


Publishing an Article	
Material Length	PDUS
1-5 Pages	5
6+ Pages	10

Reporting PDUs

PDUs are due for submission to the PPDM Association at the end of each three-year renewal term. You are responsible for recording your PDU activities on the Credential Maintenance Reporting Form. The form is available to download from the [Credential Maintenance](#) web page.

Credential Maintenance Reporting Form

To submit this form, you must complete all fields. All information must be submitted in English.
If you have questions, please contact: certification@ppdm.org.



CPDA Number			
Prefix	Select from Dropdown		
First Name			
Last Name			
Address			
City			
State/ Province			
Postal/ Zip Code			
Country			
Personal Phone			
Business Phone			
Personal Email			
Work Email			
Enter Term Start Date Below	Cycle 1 End Date	Cycle 2 End Date	Cycle 3 Term End Date
10/1/2020	9/30/2021	9/30/2022	9/30/2023
Submission Notes			

The Credential Maintenance Reporting Form will assist you in:

- understanding where you are in your Credential Maintenance Term,
- tracking your progress against the Credential Maintenance requirements, and
- recording your PDUs as they are earned.

Supporting Documentation

You must obtain documentation supporting any PDU activities that you complete. This documentation must be retained for twelve (12) months following the end of each certification term. Documentation could be in the form of:

- a letter,
- certificate of completion,
- attendance roster,
- a verification of attendance form, or,
- other independent attestation of completion.

At a minimum, each record should include your name, the name of the sponsoring organization, activity title, activity description, activity date, activity duration (hours) and the number of PDUs awarded or claimed. Note: Calendar screenshots, invitations, etc. by themselves are not compliant documentation.

PDU Audit

The Registrar will randomly select PDU submissions to be audited. If selected, you will be required to submit your supporting documentation for your three (3) year Credential Maintenance Term within sixty (60) days.

Failure to provide documentation may result in the suspension, or expiration of your credential.

If found acceptable, the supporting documentation will be placed in the CPDAs™ file. If the documentation does not fulfill the requirements additional documentation will be requested.

ANNUAL RENEWAL FEES

There are annual renewal fees associated with the maintenance of a CPDA™ credential. These fees are due each year on the anniversary your CPDA™ certification.

For example, for a credential achieved on May 1, 2021, the first annual renewal fee payment would be expected on or before May 1, 2022 and annually thereafter.

There are two rates for CPDA™ Annual Renewal Fees, Member and Non-Member. CPDAs™ will receive the member rate if their PPDM Association membership is in good standing at the time of renewal.

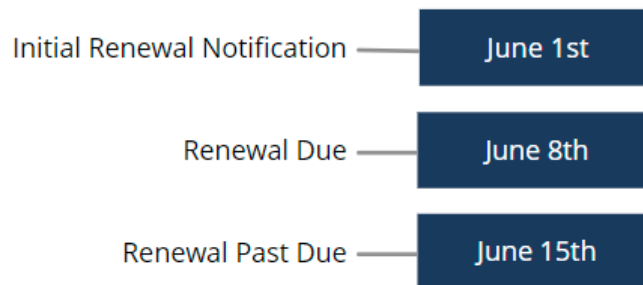
Annual Renewal Fee Schedule	
PPDM Member	Non-Member
\$75.00	\$150.00
Plus, applicable taxes	

CPDAs™ will receive three (3) email notifications regarding their CPDA™ Annual Renewal Fee:

- the first, one (1) week prior to their CPDA anniversary date,
- the second, on their CPDA anniversary date, and,
- the final notification one (1) week following their anniversary date.

For example:

CPDA Anniversary Date: June 8th



CERTIFICATION STATUS

Your participation in the CPDA Credential Maintenance program and fulfilling its requirements determines your certification status. Current Certification status will be reflected on a CPDAs™ digital credential. Your CPDA credential can have one of the following certification statuses:

ACTIVE STATUS

When you first earn your CPDA, it is in an Active status. To continue to remain Active you must remit your Annual Renewal Fees and earn and report the required Professional Development Units.

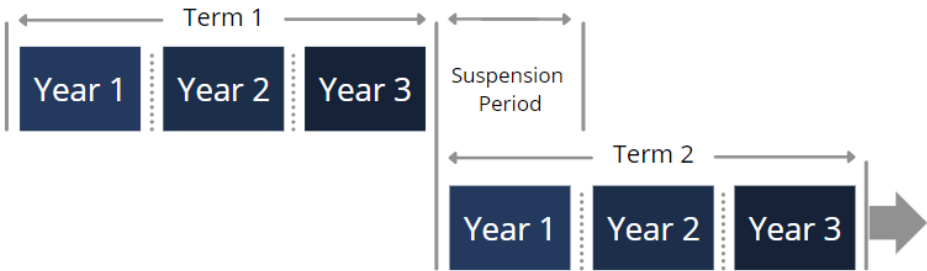
EXPIRED STATUS

If you do not remain current with your Annual Renewal Fees, or fail to submit your Professional Development Units, your certification will go into an Expired Status.

Once a credential has expired, you may no longer refer to yourself as a CPDA™ certification holder or use the CPDA designation. To regain an expired certification, you will be required to reapply by submitting a new application and associated fees, and retake and pass the examination.

SUSPENDED STATUS

If you are unable to satisfy your Professional Development requirements, and have remained current with your annual renewal payments, you may be able to arrange an accommodation with the Registrar to be placed in a Suspended status whilst you earn and submit any remaining PDUs. The dates of the next Credential Maintenance Term will not be impacted if a suspension period is issued. The suspension period will overlap the timeframe of the next term.



RETIRED STATUS

If your credential is in good standing and you wish to voluntarily relinquish your active status due to retirement, are eligible to apply for a Retired status. To qualify, you must no longer earn primary remuneration as a professional, and will need to complete a declaration for the PPDM Association’s records. Once granted a Retired status Credential Holders will not be required to complete any credential maintenance activities or remit Annual Renewal Fees.

To apply for Retired Status submit a written request to certification@ppdm.org.

APPENDIX: ETHICAL INTEGRITY POLICY

Ethical misconduct includes actions that have a negative effect on the integrity of the certification program. You are expected to familiarize yourself with the with the actions that are defined as ethical dishonesty and misconduct. CPDAs who are unclear should consult the PPDM Association.

You are required to agree to and comply with the Ethical Integrity and PPDM Association Privacy policies when you complete your CPDA Application form, and once certified you are required to reaffirm your ethical integrity upon the completion of each three-year term with the submission of your Professional Development Units (PDUs).

[Ethical Integrity Policy.](#)