

## DU Professional Petroleum Land Management Certificate Program Information

The Professional Land Management (PLM) Program, developed by the Burns School of Real Estate and Construction Management at the University of Denver, offers a Certificate in Petroleum Land Management (PLM) with an optional track in Finance and Management (F&M). The PLM Certificate includes 78 hours of required courses plus 18 hours of elective courses for a total of 96 coursework hours to complete the PLM certificate program. For the optional Finance and Management track, students will complete the 78 hours of required PLM, 18 hours of electives and choose 36 additional hours of from the specialized F&M designated courses. (Those who have previously completed their PLM Certificate may complete the F&M Track by completing the required 36 F&M course hours separately.) AAPL continuing credit will be given for all courses completed.

The Professional Land Management certificate program is designed for landmen, lease and title analysts, attorneys, land owners and others in the industry or those interested in entering the industry and looking for formal training in land management education. Classes are taught in an intensive one or two-day format without the mandatory entry requirements, testing or the cost of a traditional academic program.

The two-day **Petroleum Land Management** class gives an overview of the industry and is required for those that have been employed in the industry less than three years. (If you fit that description, this is the first class you should start with.) The **Advanced Petroleum Land Management** class can be taken for those with three or more years of work experience or can be waived with permission by the instructor and replaced with 12 alternative hours of course work. *Advanced PLM* can also be taken as an elective for the certificate course or for those wanting to complete the F&M track.

All courses can be taken according to the individual's personal schedule and are not required to be taken in any order\*. Since these are industry focused and non-academic, there are no pre-requisites other than a desire to learn an incredible amount of information! Classes are lecture style with case studies examined and discussed during the class. Parking & classroom information will be sent 48 hours prior to the class via email.

The PLM certificate is a reasonable \$42.00 per coursework hour. This fee includes textbook and/or workbooks needed for the course. Courses are held primarily on the DU campus. Required courses will be offered at least twice a year. Electives may change as new topics are requested and will be offered throughout the year. Course descriptions are available on line at: <http://www.daniels.du.edu/burnsevents>

**ONLINE STUDENTS PLEASE NOTE: All registrations will be confirmed and the link to the online classroom will be sent within 48 hours of each class. On line courses were set up for out of state students. We prefer local students to be in class barring an emergency situation. However, if you register on-line or on-campus, please do not make any switches. A WEB CAM, SPEAKERS OR HEADPHONES & A MICROPHONE ARE REQUIRED FOR ON-LINE STUDENTS. On-line students will be sent the link to connect to the real time class being taught on campus as well as the materials to be downloaded.**

**REQUIRED** courses (78 hours) are designated by an asterisk (\*) after the course title. For those with experience in the industry, the Petroleum Land Management or the Advanced PLM class can be waived by permission of the instructor and replaced with another 12 hour course. **ELECTIVE** courses (18 hours) have no designation after their course title.

The **FINANCE and MANAGEMENT** track consists of taking 36 hours in addition to the courses required for the PLM Certificate and are designated by "(F&M)" after the course title. No additional electives need to be taken to complete this optional track. (Your Certificate will reflect a *track* in Finance and Land Management – it is not a separate certificate.)

**COURSES** earn AAPL continuing education credits.

**CLASS TIMES** will be scheduled on Mondays through Saturdays from 8:30am to 4:30pm with 1 hour for lunch and Sundays from 8am to 3:30-pm with a half/hour for lunch, unless otherwise noted. The schedule below is current as of November 10, 2011. *Classes may be subject to change. Please confirm classes when registering at: [www.daniels.du.edu/burnsevents](http://www.daniels.du.edu/burnsevents)*

\*The exception to this is if you are totally new to the industry, you must take the Petroleum Land Management Course first.

## PLM CLASS SCHEDULE THROUGH May 2012

DATE	REMAINING 2011 CLASSES	DAY	COST
11/29 & 30	Advanced Petroleum Land Management	Mon/Tue	\$504
11/30	Advanced Contracts & JOAs	Wed	\$252
12/1 & 12/2	Petroleum Land Management*	Thu/Fri	\$504
12/3/11	Understanding & Settling Surface Damage Claims	Sat	\$252
12/4/11	Effective Negotiations & Ethics that Win	Sun	\$252
12/16/11	Structuring Exploration Deals (F&M)	Fri	\$252
12/17/11	Calculating Oil & Gas Interests (F&M)	Sat	\$252
12/18/11	Oil & Gas Tax (F&M)	Sun	\$252
12/19/11	Economic & Financial Methods & Successful Use of Hedging in the Oil Patch (F & M)	Mon	\$252
12/20/11	Financing Oil & Gas Deals	Tue	\$252
12/21/11	Royalties & Division Orders	Wed	\$252
12/22/11	Due Diligence in Acquisition & Divestiture of Oil & Gas Properties (F&M)	Thu	\$252
12/23/11	Oil & Gas Basics for the Mineral & Surface Owners	Fri	\$252
<b>2012 2012 CLASSES</b>			
Jan 27 & 28	Oil & Gas Law for the Petroleum Industry*	Fri/Sat	\$504
Jan 29	Critical Title Issues for PLM*	Sun	\$252
Feb 3 & 4	Curing Oil & Gas Lease & Petroleum Land Defects*	Fri/Sat	\$504
Feb 5	Farmouts: Critical Concepts & Practices You Must Know	Sun	\$252
Mar 17 & 18	Petroleum Land Management	Sat/Sun	\$504
Mar 19 & 20	Advanced Petroleum Land Management	Mon/Tue	\$504
Mar 21	Leases, Titles & Contracts	Wed	\$252
Mar 22	Property Provisions of the Joint Operating Agreement	Thu	\$252
Mar 23	Understanding & Settling Surface Damage Claims	Fri	\$252
Mar 24	Delay Rentals, Shut In Orders & Lease Administration (F & M)	Sat	\$252
Mar 25	Wind Energy & the Role of Wind Leasing	Sun	\$252
Apr 6 & 7	Understanding & Negotiation the Oil & Gas Lease	Fri/Sat	\$504
Apr 8	Calculating Oil & Gas Interest	Sun	\$252
Apr 28	Effective Negotiations & Ethics That Win	Sat	\$252
Apr 29	Oil & Gas Basics for Mineral & Surface Owners	Sun	\$252
May 4	Due Diligence in Acquisition & Divestiture of Oil & Gas Properties	Fri	\$252
May 5	Economic & Financial Methods & Successful Use of Hedging in the Oil Patch (F & M)	Sat	\$252
May 6	Financing Oil & Gas Deals	Sun	\$252
May 18	Oil & Gas Tax	Fri	\$252
May 19	Royalties & Division Orders	Sat	\$252
May 20	Structuring Exploration Deals	Sun	\$252
<b>ON LINE STUDENTS WILL BE SENT ADDITIONAL INFORMATION WITH CONFIRMATION</b>			

THE REMAINING DECEMBER  
CLASSES HAVE BEEN CANCELLED  
DUE TO A MEDICAL EMERGENCY.

## **Cost and Registration**

Cost remains at \$42 per contact hour through the end of May 2012. There are 12 contact hours for a two day class and 6 contact hours for a one day class. This price includes the handouts and/or workbooks needed for each individual class. Check with your employer as many companies have paid for their employees to complete this certificate program.

There are no refunds once registered but you may transfer a registration to another class if the Burns School is notified 48 hours in advance of the originally registered class. Contact us for specific issues regarding this policy.

All registrations will be confirmed and classroom / parking information will be sent within 48 hours of each class. Click link to register on-line at: [www.daniels.du.edu/burnsevents](http://www.daniels.du.edu/burnsevents) Click on "2011 Course Information and Registration"

***NOTE: PLEASE BE SURE TO REGISTER NO LATER THAN 48 HOURS BEFORE EACH CLASS. REGISTRATION WILL NOT BE LIVE AFTER THAT AND CLASS MATERIALS CAN NOT BE GUARANTEED FOR LAST MINUTE DROP-IN STUDENTS.***

## **Instructor**

Dr. Patrick Fitzgerald, Ph.D., Ed.D., J.D. practices law with the firm Fitzgerald & Associates with offices in Dallas and Oklahoma City where his practice includes various areas of law related to the oil and gas industry. Concurrently, he is a Distinguished Visiting Industry Expert in Energy Management and Petroleum Land Practices in the Daniels College of Business at the University of Denver where he regularly offers courses in the Petroleum Land Practices Certificate program. He is also a Visiting Scholar in Finance in the Price College of Business at the University of Oklahoma and a Lecturer in Energy and Finance with the University of Colorado Denver where he teaches the graduate course "Financial Management & Hedging in the Global Energy Markets." At Texas Christian University, he is an Adjunct Professor in the School of Geology, Energy and the Environment within the College of Science and Engineering and teaches in the Petroleum Land Practices Certificate program. He also teaches a variety of land and energy classes for the McGuire Energy Institute in the Cox School of Business of Southern Methodist University and for the American Association of Petroleum Landmen. For many years, he has been a lecturer in various areas of land management for Midland College's Petroleum Professional Development Center. Dr. Fitzgerald is the author of two "must have" texts: *The Petroleum Landman's Deskbook* to be released at the end of August 2011 and *Farmouts*, to be released at the end of December, 2011. Both will be made available by the American Association of Petroleum Landmen (AAPL) where Fitzgerald is a regular contributor to *Landman*, a bi-monthly publication of the AAPL.

## **FAQ Section**

**Q:** I have worked in the oil and gas industry for a long time. How do I get the Advance PLM course waived?

**A:** Contact Dr. Patrick Fitzgerald at [angus\\_prof@yahoo.com](mailto:angus_prof@yahoo.com). (There is an underscore "\_" between "angus" and "prof") Relate your experience and ask that the course be waived. *You will then need to choose an alternative 12 hours of electives to fulfill your total of 96 hours to earn your Certificate.*

**Q:** I have already taken four classes and have decided that I want to earn the certificate. Will these courses count toward it?

**A:** Yes. If you have taken the previous courses through the Burns School PLM program, they will transfer over and count toward the certificate program.

**Q:** Do I need to take a GMAT test and be accepted by the University of Denver in order to enroll in the PLM Certificate Program?

**A:** No. This is an industry program, not an academic program. You do not have to go through the academic acceptance process, nor pay the same tuition as DU academic students. There are no tests, nor papers due for the classes - just an amazing amount of essential information.

**Q:** When I am done with all my courses, how do I get my certificate?

**A:** You will fill in the "Certificate of Completion" for the program. Be sure you keep track of the dates for all your courses. You will be sent this with your course confirmation. You need to fully complete one copy, with the dates your courses were taken and send in the signed form. Once double checked, you will be sent a beautiful framed certificate for display.

**Q:** Do you have a degree program through the University of Denver?

**A:** We have both a MS and Executive Master Degree in Real Estate and Construction Management with a track in Construction, Land and Energy Management. This track will be available academically in Spring quarter, 2012 which can be taken on-line. You must be an enrolled student at the University of Denver to register for an academic course.

**Q:** I just heard about a class being offered via a colleague and registration for it already closed. Is there any way that I can still take the class?

**A:** Maybe... to find out, you need to call the Burns School at 303-871-6672.

You can send any questions not covered above to [mkline@du.edu](mailto:mkline@du.edu) or contact the Burns School at 303-871-3432.

To help you track classes/dates of your completed courses, please fill out the following *Certification of Completion* sheet on the following page. As you complete your PLM Certificate with or without the optional F&M Track – send this back to DU via fax (303-871-2971) or email ([mkline@du.edu](mailto:mkline@du.edu)). Thank you.

*We hope you enjoy this industry-focused learning experience!*

*Scroll to next page for Certificate of Completion Form.*



# PLM CERTIFICATE / CERTIFICATION OF COMPLETION

**96 HOURS NEEDED FOR THE PLM CERTIFICATE (78 REQUIRED + 18 ELECTIVE)**

**OR 132 HOURS NEEDED TO COMPLETE THE OPTIONAL F & M TRACK (78 REQUIRED + 18 ELECTIVE + 36 F & M)**

PRINT FULL NAME AS YOU WOULD LIKE IT TO READ ON CERTIFICATE \_\_\_\_\_

MAILING ADDRESS / CITY / ST / ZIP \_\_\_\_\_

DATE OF COMPLETION \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

<b>PLEASE FILL IN DATES OF COMPLETION IN COLUMN BELOW.</b>	DATE MAILED: _____
<b>SIGN &amp; FAX /SCAN &amp; EMAIL COMPLETED SHEET TO 303.871.2971 / <a href="mailto:mkline@du.edu">mkline@du.edu</a></b>	DO NOT USE SHADED AREA

REQUIRED COURSES* (78 hours required)	HOURS	DATE TAKEN
PETROLEUM LAND MANAGEMENT (PLM)* (NOTE: THIS 12 HOUR COURSE CAN BE WAIVED BY INSTRUCTOR AND SUBSTITUTED WITH EQUAL HOURS FROM ELECTIVES OR F & M.)	12	
CRITICAL TITLE ISSUES FOR PETROLEUM LAND MANAGEMENT*	6	
CURING OIL AND GAS LEASE AND PETROLEUM LAND TITLE DEFECTS	12	
FARMOUTS: CRITICAL CONCEPTS AND PRACTICES YOU MUST KNOW*	6	
OIL AND GAS CONTRACTS – EFFECTIVE USE*	12	
OIL AND GAS LAW FOR THE PETROLEUM INDUSTRY*	12	
UNDERSTANDING AND NEGOTIATING THE OIL AND GAS LEASE*	12	
UNDERSTANDING JOINT OPERATING AGREEMENTS*	6	
<b>ELECTIVE COURSES (18 hours required)</b>	<b>HOURS</b>	<b>IF PLM WAS WAIVED BY INSTRUCTOR, SUBSTITUTE WITH ADDITIONAL 12 ALTERNATE HOURS FROM ELECTIVES OR F &amp; M.</b>
ADVANCED PETROLEUM LAND MANAGEMENT (1)	12	
ADVANCED CONTRACTS & SPECIAL ISSUES	6	
EFFECTIVE NEGOTIATIONS & ETHICS THAT WIN	6	
LEASES, TITLES & CONTRACTS	6	
OIL & GAS BASICS FOR MINERAL & SURFACE OWNERS	6	
PROPERTY PROVISIONS OF THE JOINT OPERATING AGREEMENT	6	
UNDERSTANDING & SETTLING SURFACE DAMAGE CLAIMS	6	
WIND ENERGY & THE ROLE OF WIND LEASING	6	
<b>FINANCE AND MANAGEMENT (F&amp;M) TRACK ELECTIVE COURSES (OPTIONAL) (36 hours required)</b>	<b>HOURS</b>	<b>IF ELECTIVES FOR THE PLM CERTIFICATE WERE CHOSEN FROM F&amp;M CLASSES BELOW, THOSE HOURS MAY NOT BE USED TOWARDS REQUIRED 36 F&amp;M HOURS.</b>
ADVANCED PETROLEUM LAND MANAGEMENT (1)	12	
CALCULATING OIL & GAS INTERESTS	6	
DELAY RENTALS, SHUT IN ROYALTIES & LEASE ADMINISTRATION	6	
DUE DILIGENCE IN ACQUISITION & DIVESTITURE OF OIL & GAS PROPERTIES	6	
ECONOMIC & FINANCIAL METHODS & SUCCESSFUL USE OF HEDGING IN THE OIL PATCH	6	
FINANCING OIL & GAS DEALS	6	
OIL & GAS TAX	6	
ROYALTIES & DIVISION ORDERS	6	
STRUCTURING EXPLORATION DEALS	6	

**NOTE (1): THIS COURSE CAN ONLY BE COUNTED ONCE EITHER TOWARD AN ELECTIVE OR TOWARD THE F&M TRACK.**

CANDIDATE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

ADMINISTRATOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_