



# COURSE INSTRUCTIONS & GENERAL INFORMATION

Read Me First

CAPPA

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# Course Instructions & General Information

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## The CAPP Organization

The Canadian Association of Petroleum Production Accounting (CAPP) is a not-for-profit organization that was founded in 1961, to act as a common body and voice for those involved with accounting for petroleum products. CAPP is governed by a Board of Directors who themselves are Production Accountants and CAPP members.

One of CAPP's key benefits to members is to provide relevant information on issues and developments that impact production accounting. Whether educating members on process or regulatory changes, government reporting or industry standards, CAPP works to keep members informed and up-to-date.

Within the CAPP organization, there are various committees comprised of volunteer members that also work in the oil and gas industry. These individuals have a strong knowledge and passion for their profession.

CAPP advocates on behalf of members with government, regulatory bodies and throughout industry to protect and advance Production Accountants and their future careers.

CAPP provides continuing professional development seminars, luncheons, meetings, annual conference and e-communications to help members stay informed. CAPP also provides information and resources through the [www.cappa.org](http://www.cappa.org) website and the company LinkedIn page.

The CAPP certificate program was introduced to develop professionalism within the field of production accounting, and to provide training to individuals seeking employment within the industry. A CAPP certificate has become a prerequisite for most of the oil and gas companies hiring today.

CAPP's CEO works closely with the educational institutions that offer the CAPP education program. This collaboration helps maintain and ensure that the instruction and delivery methods of the curriculum are held to the Association's highest standards.

The CAPP certificate program, under the leadership of the CEO, is supported by an Education Advisory Group. This team is comprised of volunteers who work in production accounting and related areas and are subject matter experts. They are passionate individuals who wish to pass their knowledge and expertise on to others. This committee meets regularly to review, develop and update the education program; ensuring students in the program are kept informed regarding the latest industry standards and methods being used in production accounting.

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CAPPA recommends and approves instructors of the CAPPA program with each educational institution.

### **Student Membership**

CAPPA offers a low Student Membership rate during your program enrollment. CAPPA Membership provides you with preferred pricing on educational luncheons, seminars, conference, social and networking events as well as several affinity benefits programs. Membership also provides exclusive access to career and news resources as well as the CAPPA job board. Student members may also participate in CAPPA volunteer opportunities.

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## The CAPP Program

### Career Outlook

This program is designed to meet the needs of those considering a career in petroleum production accounting and for those already working within the field that wish to expand their knowledge.

The objective of the CAPP certificate program is to provide students with an industry-recognized, professional education program that teaches practical application, using industry resources and expertise.

The CAPP curriculum is designed to provide a logical, comprehensive learning experience for the student.

### Requirements

Potential students must have a Canadian high school diploma or equivalent prior to enrollment. The fee for each course includes access to the online Petrinex modules.

### Program Prerequisites & Graduation Requirements

**Financial Accounting** – CAPP requires (through the education institute of your choice) the **pre-requisite** of the successful completion of a basic Financial Accounting course *prior to entry* into the second course of the CAPP program. For more details on this pre-requisite, please go to the CAPP website.

**Excel (effective September 1, 2018 for student enrollment after June 30, 2018)** – CAPP requires (through the education institute of your choice) the **pre-requisite** of the successful completion of excel studies *prior to entry* into the second course of the CAPP program. For more details on this pre-requisite, please go to the CAPP website.

CAPP strongly recommends that ESL students achieve an **English comprehension** of a minimum of Level 8 of the Canadian Language Benchmark Canadian Language Benchmark Placement Test. Please access the Canadian Language Benchmarks Placement test on [www.language.ca](http://www.language.ca). (This is a recommendation and not a pre-requisite at this time.)

### Earning a CAPP Certificate

The CAPP certificate is earned upon the completion of full CAPP program.

- The passing grade in each level is a B-.
- The certificate must be completed within three years\*.
- All Petrinex modules must be completed within the same period.

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**CAPPA Program Completion Requirement**  
**CHANGE**  
**From 5 years to 37 months**

Students enrolling in the CAPPA Certificate Program as of January 1, 2020 will be required to complete the CAPPA Program before the end of the thirty-seventh month after initial registration. For instance, if initial registration took place between January 1, 2020 and January 31, 2020, the student must successfully complete all course requirements by no later than January 31, 2023. This applies to all students regardless of Institution or method of course delivery.

Students enrolled in the program on or after July 1, 2017 and December 31, 2019 will continue to have a three (3) year deadline for completion.

Students enrolled in the program prior to July 1, 2017 will continue to have a five (5) year deadline for completion.

A student may be granted a one-time extension of up to six months to complete the program. Extension requests must be submitted in writing to the CAPPA Education Steering Committee no later than 90 days prior to their completion deadline, based on initial registration date. Requests must provide details explaining the need for more time. The Committee will review the request and provide a response within 30 days of receiving it. If an extension is granted, the terms (length, etc) of the extension will be specified in the response. The decision of the Committee is final and appeals will not be considered. Students should not rely on an extension being granted.

## **Program Overview**

This program was developed by CAPPA. It provides students with a solid knowledge of petroleum products and an understanding of the industry's financial practices, reporting and government regulations.

The program is offered in several formats. Daytime programs are offered at the Southern Alberta Institute of Technology (SAIT) and evening programs, which are lecture based, are offered at both Mount Royal University (MRU) and SAIT. Both SAIT and MRU offer online delivery of the program.

A calculator will be required for most courses within the program.

Each CAPPA course must be taken in order, with the pre-requisite of the successful completion of the prior course prior to entry.

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Effective Fall 2019, students may take two sequential courses at the same time, although it is strongly discouraged.

**Course 1 - Introduction to the Oil & Gas Industry**

This course provides an excellent overview of the petroleum industry. Topics covered include geology, exploration, land, reservoir engineering, economics, recovery processes, drilling, completions, field operations, oil pipelines, transportation, refining and marketing and the roles of the Production, Revenue and Joint Venture Accountant. This course is also suitable for those seeking general industry knowledge.

**Subsequent courses are Production Accountant (PA) specific and are taught following the flow of the PA desk and reporting calendar.**

**They are:**

**Course 2 - Field Data Capture, Raw Data, Well Production & Joint Venture**

This course will assist students in understanding the sources and types of available information specific to the operation of wells. Topics include; the sources and usage of field data, raw data, well production data and specific data required for Joint venture operations.

**Course 3 - Water & Water Volume Confirmations, Oil & Oil Splits**

The product flowing from a well is made up of multiple components. In this course students will learn to how to confirm the water and water volume output and the oil and oil splits of producing wells.

**Course 4 - Gas & Gas Splits (Allocations)**

It is important to be able to monitor and allocate the production of a well in order to ensure accurate compensation. Gas produced from a single well can be examined as the production of a single well or as part of a large flow. This course introduces students to the calculations and processes required to examine gas production in a single or combined flow.

**Course 5 - Volumetrics, Production Accounting Analysis**

The volume of gas or oil in a geologic formation and the changes that result from the changes in pressure from an underground formation to the surface has direct impact on the profitability and viability of a field. This course will introduce students to the calculations used to determine and examine the recoverable reserves of a field.

**Course 6 - Fee Calculations & Journal Entries, Marketing, Revenue Allocations & Journal Entries, Oil Valuations & EVAP**

This course introduces students to the fee calculations and Journal entries relating to product marketing, revenue allocation, oil Valuations and EVAP.

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### **Course 7 - Freehold, Override, IOGC & Unitization**

A well or field may be subject to various production, regulatory and royalty conditions that can impact reporting. This course examines the concepts and processes relating to Freehold agreements, Override calculations, IOGC and Unitization.

### **Course 8 - Crown Royalty Calculation, Reconciliation & Journal Entry, Gas Cost Allowance, Tax Levies & Fees**

The calculation of Crown Royalties, taxes and fees is important to the reporting of production and earnings. This course introduces students to the calculations and processes used to calculate Crown Royalties, perform reconciliations and complete journal entries related to gas cost allowance, tax levies and fees related to production.

### **Course 9 - Production Accounting Software, Accruals, Accounts Receivable Reconciliation, Case Studies**

Through the use of examples and case studies students will learn how to use production accounting software to calculate accruals and complete accounts receivable reconciliations.

### **Course 10 - Measurement, EPAP, Directive 17 and Oil Sands**

This course will introduce students to the unique nature of the oil sands as a source of production and the royalty, cost analysis and reporting requirements for Oil Sands projects. The course also includes activity related to measurement, and compliance with the Enhanced Production Audit Program (EPAP) & Directive 17 Measurement Requirements for Oil and Gas Operations

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## Petrinex

### CAPPA Requirements

- The Petrinex online learning modules are available to students currently enrolled in the CAPPA program. CAPPA requires that students complete all the required Petrinex modules before receiving their CAPPA certificate.
- Students are to complete all Petrinex modules in their profile as you work through the program.
- CAPPA estimates that it will take approximately 100 hours to complete all required Petrinex modules.

### Extension Requests for the Petrinex Modules

- If students require an extension on the learning modules in order to complete training, the student **MUST** contact the CAPPA office at [www.cappa.org](http://www.cappa.org) and provide the reason for the extension request.
- Based on the information provided and the reasonableness of the request, the CAPPA office, in consultation with the CEO, will make a decision and advise the student and the Petrinex office of such by email.
- Not reading, not starting, or not understanding the requirement is an insufficient reason.

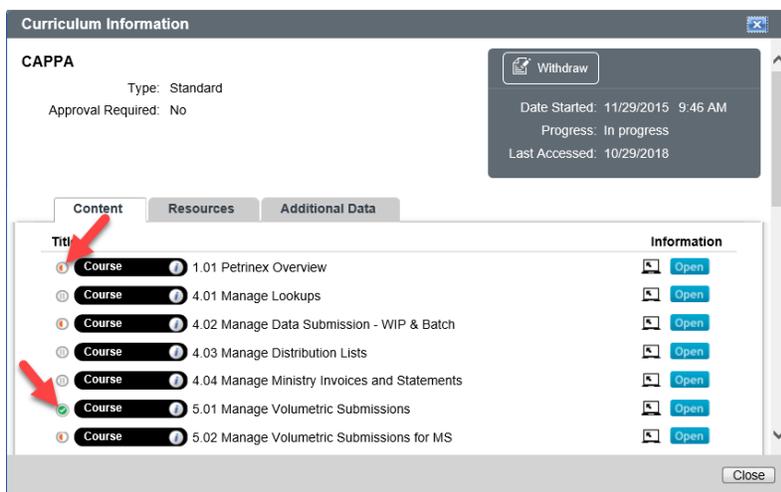
### General Information

- Important: All students must complete the Petrinex modules in order to receive the CAPPA certificate.
- Students can access their training profile using any of the following browsers:
  - Google Chrome
  - Internet Explorer
  - Mozilla FireFox
  - Safari (Mac)
- Students are encouraged to set the following sites under their trusted sites and/or compatibility view settings (IE). Users must also ensure that the two check boxes on the compatibility view settings are not checked.
  - \*.gov.ab.ca
  - \*Petrinex.ca

- All students must disable popup blockers on their computers for the training site, at least for the period that students are working on the training website (a number of security applications read the modules as popups).
- If a student has already been granted Petrinex learning access by their company, their userid and password remains the same. Students can still enroll in the CAPP modules (with the same ID) so that a student's employer and CAPP are able to monitor progress. Students do not have to repeat modules for CAPP that they have already taken through their work.
- **Students will be able to enroll in all of the learning module requirements for all CAPP courses as a “nested” curriculum (CAPP Curriculum) or enroll in each of the course curriculums separately for completion. If a student enrolls in the “nested” curriculum, this means you will not be able to access modules for a higher course level until you have completed the module requirement for the previous courses.**
- The module completion indicator turns a solid green for completed modules. A student's record of completed modules stays with them indefinitely, even if the student changes companies or graduates from CAPP.

**Note:**

- This graphic shows that the user has started the Course 1.01 Petrinex Overview and Completed the Course 5.02 Manage Volumetric Submissions for MS



**TIP:** If the student completes a module and it does not show this completion, **the student is not to redo the module**. Instead, the student must contact Petrinex by

clicking the “Contact Us” button on the top right hand header of their training profile.

- Petrinex training modules include Alberta, Saskatchewan and British Columbia knowledge and students are able to choose a step by step and exercise path associated with either jurisdiction. **Students will not be required to complete the step by step and exercises for each jurisdiction in order to show a completion of the module.**

### Setting Up Access with Petrinex

To set up your access to the Petrinex online training system, there is a self-registration process.

From the Petrinex website ([www.petrinex.ca](http://www.petrinex.ca)) click on the Learning Centre link and you will see a link button to the Learning Modules.

Click on the link “Learning Modules Login”, which will bring you to the Online Training Login page.



#### Welcome - Please Log In

<p style="text-align: center;"><b>Already a Member?</b></p> <p><b>Login Name</b> <input type="text"/></p> <p><b>Password</b> <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Login"/></p> <p><input type="checkbox"/> <b>Keep me logged in</b></p> <p><a href="#">Forgot your login name?</a></p> <p><a href="#">Forgot your password?</a></p>	<p style="text-align: center;"><b>Not a Member Yet?</b></p> <p>If you do not have a login name and password, please register.</p> <p>Members have access to special features:</p> <ul style="list-style-type: none"> <li>• Post messages to discussion forums</li> <li>• Send a question to subject matter experts</li> <li>• Manage your subscriptions and social network</li> </ul> <p style="text-align: center;"><input type="button" value="Register Now"/></p>
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**If you have access** to the Petrinex online learning system:

1. enter your login name and your password. Click Login
2. Click on the “Learn” tab to view and access your learning assignments.

**If you do not have access** to the Petrinex learning system (ie: not previous access with a company or previous CAPPA access):

1. Click on “Register Now”. This will open a registration form for you to complete.

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Required Information includes:

- First name:
  - Last name:
  - Login name:
  - Password
  - Confirm Password
  - Phone:
  - Extension: (if necessary)
  - Email:
  - Primary Organization: **Type CAPPA**
  - BA Code: **Type N/A**
  - Company Name: **Type N/A**
  - Ministry: **Type N/A**
2. Click Register.
  3. You now have access to the Petrinex Online Learning System.
  4. **Click on the Learn button to enroll in the appropriate learning curriculum or modules.**
  5. Click on the **Search & Enroll** button to select the learning module curriculum or individual modules as required.
  6. In the Search & Enroll table, select Curricula.
  7. In the “Find” text box, type CAPPA to show the results for all of the CAPPA choices.
    - Students have the choice to select the resources as they wish. This could include by curriculum, which will include all of the modules for the entire CAPPA certification courses in a “nested” curriculum. The other option will be by course number.

Student access will be valid as long as the student is registered in the CAPPA program.

Upon completion of the program, students will now be able to print a transcript of their completions and provide a copy along with their Application for Certificate form to the CAPPA office to show compliance of the Petrinex learning requirement.

### **Contact Information**

### **Access and/or Technical Problems**

Click on the “Contact Us” link on the top right hand side of the screen.

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## **Petrinex Modules and How They Relate to CAPPA Courses**

To keep up with the Petrinex portion of the course, CAPPA recommends that students stay on top of the Petrinex folders as they are released into your profile.

### **CAPPA CERTIFICATION CURRICULA**

#### **Course 1 - Introduction to the Oil & Gas Industry**

1.01 Petrinex Overview (to be released in 2<sup>nd</sup> quarter 2019 as a video)

#### **Course 2 - Field Data Capture, Raw Data, Well Production & Joint Venture**

#### **Course 3 - Water & Water Volume Confirmations, Oil & Oil Splits**

4.01 Manage Lookups

4.02 Manage Data Submissions

4.03 Manage Distribution Lists

4.04 Manage Ministry Invoices and Statements

4.05 Manage Reports and Queries

4.06 Manage Report Parameters

5.09 Manage Oil/LPG Pipeline Splits

5.10 Manage Transportation Allowance and Overdelivery Claims and Crown Oil Inventory (AB)

5.11 Manage Pipeline Splits Reports

#### **Course 4 - Gas & Gas Splits (Allocations)**

5.12 Manage Allocations – SOV/SAF/OAF

5.13 Request Ensure Complete Reports

5.14 Query Allocations

Job Aid: How to Use the Petrinex Production Allocation Discrepancy (PAD) Report

#### **Course 5 - Volumetrics, Production Accounting Analysis**

5.01 Manage Volumetric Submissions

5.02 Manage Volumetric Submissions for Meter Stations

5.03 Manage Volumetric Submissions for Batteries and Injection Facilities

5.04 Manage Volumetric Submissions for Gas Plants and Gathering Systems

5.05 Manage Volumetric Submissions for Terminals

5.06 Query Volumetric Submissions

5.07 Manage Waste Plant Submissions

5.08 Request Non-Compliance Reports

6.01 Manage Well Status Change

6.02 Manage Facility ID Application

6.03 Manage Facility Change

6.04 Manage Water Source ID

6.05 Manage Waste Location ID

6.06 Manage Operator Change

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- 6.07 Manage Facility Operational Status Change
  - 6.09 Manage Well to Facility Link
  - 6.10 Manage Raw Gas Allocation (AB)
  - 6.11 Query Infrastructure
  - 6.12 Manage Royalty/Tax Payer
  - 6.13 Manage Royalty/Tax Payer Reports

**Course 6 - Fee Calculations & Journal Entries, Marketing, Revenue Allocations & Journal Entries, Oil Valuations & EVAP**

- 5.16 Manage Oil Valuation – Royalty/Tax Payer
- 5.17 Manage Oil Valuation – Purchaser
- 5.18 Manage Gas Valuation Reports
- 5.20 Manage NGL Pricing (AB)
- 5.21 Manage NGL Pricing Reports (AB)
- 5.22 Manage Query Global NGL Parameters (AB)
- 5.23 Manage NGL Sulphur Valuation (BC)
- Job Aid: How to Use the Petrinex Enhanced Valuation Audit Program (EVAP) Functionality

**Course 7 - Freehold, Override, IOGC & Unitization**

Manage IOGC Gas Cost Allowance training (to be released late April 2019)

**Course 8 - Crown Royalty Calculation, Reconciliation & Journal Entry, Gas Cost Allowance, Tax Levies & Fees**

- 7.01 Manage AC1: FCC Setup, Change (AB)
- 7.02 Manage FCC: Operator Change (AB)
- 7.03 Manage AC2: Operating & Capital Cost Allowance (AB)
- 7.04 Manage AC3: Allowable Costs Allowances (AB)
- 7.05 Manage AC5: Custom Processing Fees (AB)
- 7.06 Request Allowable Costs Reports (AB)
- 7.07 Query Allowable Costs and Facility Cost Centers (AB)
- 7.08 Manage Net Profit Allowable Costs (BC)
- 7.09 Manage PCOS Equipment Costs (BC)
- 7.10 Manage PCOS Submissions (BC)
- 7.11 Manage BC Allowable Costs Submissions (BC)
- 7.12 Manage BC Allowable Costs Reports (BC)
- 9.01 Manage AB Crown Shippers' Balance Submission
- 9.02 Manage AB Crown Shippers' Balance Reports
- 9.03 Manage APMC Single Shipper Invoice Submissions
- 9.04 Manage APMC Tariff Invoice Submissions
- 9.05 Manage APMC Equalization Invoice Submissions
- 9.06 Manage APMC Report Submissions Reports
- 10.01 Manage Oil Forecast Submissions
- 10.02 Manage Oil Forecast Facility View List Submission
- 10.03 Manage Oil Forecast Tool Reports
- 11.01 Manage Drilling & Completion Cost Submissions

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11.02 Manage Drilling and Completion Costs Report

**Course 9 - Production Accounting Software, Accruals, Accounts Receivable  
Reconciliation, Case Studies**

**Course 10 - Measurement, EPAP, Directive 17 and Oil Sands**

5.15 Manage Oil Sands Reporting (AB)

8.01 Manage EPAP Declaration

8.02 Manage EPAP Workflow

8.03 Query CAI Process

8.04 Query Enhanced Production Audit Program

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## **CAPPA Memorial Awards**

### **Shannon Duplessis Memorial Award**

The Shannon Duplessis Memorial Award is open to SAIT students who ARE NOT enrolled in SAIT's fulltime practicum program.

To encourage a high standard within the program, CAPPA offers a \$1,000 scholarship each year to the graduating student who achieves the highest overall marks in the five courses of the program at SAIT. This scholarship honours a dedicated instructor in the CAPPA program who passed away in 1996. To be eligible for this award, you must take all five levels at SAIT.

### **Tom Clay Memorial Award**

The Tom Clay Memorial Award is open to MRU students.

In November 1996, Glencoe Resources Ltd. and Laurasia Resources Ltd. contributed towards a \$1,000 scholarship to be awarded each year to the graduating student at Mount Royal University who achieves the highest overall marks in the five courses of the program. This scholarship also honours a dedicated instructor in the CAPPA program who passed away in 1996. To be eligible for this award, you must take all five levels at Mount Royal University.

### **John S. Belgrave Memorial Award**

The John S. Belgrave Memorial Award is awarded by CAPPA to SAIT students who are enrolled in the fulltime practicum program.

This award honours John S. Belgrave, a leader and an innovator in the production accounting field. John was a great friend of CAPPA and along with CAPPA and CAPPA's many volunteers help improved education for production accountants. John passed away in 2001.

To encourage those students in the oil and gas production accounting program at SAIT, CAPPA offers a \$1,000 award to that one fulltime student in the practicum program who, in addition to academic achievement, demonstrates such attributes as leadership, resourcefulness and helpfulness. The recipient will be nominated by his or her fellow classmates and approved by the program coordinator at SAIT. Deadline is June 30 each year.

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## Gail Quartly Award

The Gail Quartly Memorial Award is open to MRU students.

Gail Quartly was one of CAPP's Lifetime Members who sadly passed away in 2011. Gail was a tremendous asset to CAPP, serving many years as a volunteer on many committees including the Board of Directors. Gail valued all forms of higher learning. CAPP is proud to offer this \$500 award in her memory to a high achieving CAPP student at Mount Royal University. To be eligible for this award, you must take all five levels at Mount Royal University, be nominated by your Level 5 classmates, and approved by MRU CAPP program co-ordinator, as a higher academic who demonstrated leadership, ethical conduct and class comradery. Deadline is June 30<sup>th</sup> each year.

