



# **SPEE Membership Application**

## **Best Practices**

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Following is an example of  
an application form with  
insufficient detail.



Application to become a Member or Associate Member of  
**THE SOCIETY OF PETROLEUM EVALUATION ENGINEERS**

RETURN TO: **SPEE**  
**5535 Memorial Drive, #F654**  
**Houston, Texas 77007**  
**Phone: (713) 651-1639**

**If you are using the Paper Application Form,  
please print plainly. Refer to 'Instructions to  
Applicants' attached.**

John/Jane Doe  
(Full name of applicant)

Date: July 1 2011

The information you give should be correct, leaving no room for doubt, misinterpretation, or misrepresentation. Before submitting this application, you should obtain the most recent version of the By-Laws of THE SOCIETY OF PETROLEUM EVALUATION ENGINEERS (hereinafter "By-Laws") by referencing the SPEE Website at [www.spee.org](http://www.spee.org) or by contacting the Administrative Secretary at the address or phone number indicated above. Failure to inform yourself regarding this document will in no way excuse you from compliance with its requirements for SPEE members. Remember to include with your application an official college/university record evidencing completion of the relevant degree.

The Executive Committee

To the EXECUTIVE COMMITTEE of THE SOCIETY OF PETROLEUM EVALUATION ENGINEERS:

I hereby make application to become a:  Member  Associate Member (See By-Laws, Article III, Sections 1 and 4.)

of THE SOCIETY OF PETROLEUM EVALUATION ENGINEERS ("SPEE"). I hereby represent that prior to the signing of this application in the space provided below, I have read the By-Laws of SPEE. If admitted as a Member, I agree to abide by the By-Laws of SPEE now or hereafter in effect governing SPEE and its members. I agree that said By-Laws as now existing, or as they may be amended hereafter, shall be the sole measure of my rights and privileges in SPEE. I agree to maintain high standards of moral integrity and professional conduct as will make being a Member a credit to SPEE. I agree to pay the annual dues promptly when due.

**Note to applicant: Upon written notification of admission as a Member, payment of dues applicable for the current year is required within 30 days by those living in the continental United States and within 90 days by those living elsewhere.**

As an applicant to join SPEE, I hereby affirm that I have had the experience required by Article III of the By-Laws for the membership category indicated above and that I am in full compliance with all laws regarding professional engineers or geologists in the state, province, or country in which I currently work. I further affirm that, so long as I am a member of SPEE, I will remain in compliance with all laws regarding professional engineers or geologists in any state, province or country in which I may work and reside in the future.

I warrant that my entries on these pages are true and correct. It is my understanding and agreement that any untrue or incorrect statement made by me in this application shall be sufficient grounds for my expulsion or suspension from SPEE as may be decided by the Executive Committee.

I submit this application for your information and consideration.

**Signature of Applicant:**

\_\_\_\_\_  
(Signature as usually written)

Current Employer: ABC Oil and Gas Company

Position or Title: Senior Petroleum Engineer

Business Address: 123 Nowhere Avenue Suite #300

(Street address or P. O. Box)

Denver, Colorado 80202 U.S.A.

(City, State/Province, Zip/Postal Code, Country)

Phone: 303-555-1212

FAX: 303-555-1213

e-mail: Jdoe@gmail.com

**SPEE SPONSORS**

In addition to your own record of experience, SPEE relies upon the information provided by your SPEE Sponsors. List three SPEE Members in good standing who: (1) have known you in a professional capacity for at least one year, (2) can attest to your training and experience in the evaluation of oil and gas properties, and (3) have indicated to you, after you have contacted them, that they are willing to recommend you as a Member of SPEE. SPEE Members who are not familiar with your work experience but who would provide character references can be listed as Additional References.

1. A. Doe
2. B. Doe
3. C. Doe

Send a SPONSOR FORM to each of the sponsors listed above. Ask them to complete the form as soon as possible, and then return the form directly to SPEE at the address on Page 1.

**ADDITIONAL REFERENCES**

Provide the names and associated information for three persons (other than the three sponsors listed above) from whom the Executive Committee may request information regarding your professional experience and qualifications to be a Member of SPEE. These references need not be SPEE members. Non-SPEE references should meet the same tests as do the Sponsors.

Name:	<u>D. Doe</u>	<u>E. Doe</u>	<u>F. Doe</u>
Company:	<u>DEF Oil &amp; Gas Company</u>	<u>GHI Oil &amp; Gas Company</u>	<u>ABC Oil &amp; Gas Consultants</u>
Position:	<u>Chief Engineer</u>	<u>Vice-President</u>	<u>President</u>
Address:	<u>456 Anywhere St. Denver CO 80202</u>	<u>789 Anywhere St. Denver CO 80202</u>	<u>1011 Anywhere St. Denver CO 80202</u>
Office Phone:	<u>303-555-1214</u>	<u>303-555-1216</u>	<u>303-555-1218</u>
FAX:	<u>303-555-1215</u>	<u>303-555-1217</u>	<u>303-555-1219</u>
SPEE Member: (Y/N)	<u>No</u>	<u>No</u>	<u>No</u>

**(Applicant is not to use the space below.)**

Date application form received by SPEE Administrator: \_\_\_\_\_ Official college verification \_\_\_\_\_  
(or record of degree independently verified)

Date(s) SPONSOR FORMS returned: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

Date application and Sponsor Forms sent to Qualifications Committee Chairman: \_\_\_\_\_

APPROVED BY QUALIFICATIONS COMMITTEE CHAIRMAN \_\_\_\_\_ Date: \_\_\_\_\_

If Associate Member, estimated month/year to qualify as Member: \_\_\_\_\_ Qualifications Chairman \_\_\_\_\_

APPROVED BY EXECUTIVE COMMITTEE: PRESIDENT \_\_\_\_\_ Date: \_\_\_\_\_

VICE PRESIDENT \_\_\_\_\_ Date: \_\_\_\_\_

SECRETARY-TREASURER \_\_\_\_\_ Date: \_\_\_\_\_

PAST PRESIDENT \_\_\_\_\_ Date: \_\_\_\_\_

Date applicant's name is published in SPEE newsletter: \_\_\_\_\_

Date applicant is notified of admission as a member: \_\_\_\_\_ Date dues payment received: \_\_\_\_\_

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**PERSONAL INFORMATION**

Residence Address: 777 Anywhere Avenue  
(Street Address or P.O. Box)  
Denver, Colorado 80202 U.S.A.  
(City, State/Province, Zip/Postal Code, Country)

Home Phone: 720-555-1212 Spouse Name (for SPEE Directory): Jane Doe

Place of birth (City, State/Province, Country): Houston, Texas U.S.A.

Date of birth: September 1 1970 Country of current citizenship: U.S.A.

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**LICENSE or PROFESSIONAL REGISTRATION**

Engineer Applicants:  
In which State or Province, and Country do you currently practice? Colorado

Does that State, Province or Country have a regulation or law requiring the licensing and/or registration of petroleum engineers, or of engineers who practice petroleum engineering? YES

Please provide a citation to the title of that law and/or regulation Colorado Revised Statutes Title 12 Article 25 Part 1

Do you personally offer petroleum engineering services to the public? NO

Does your employer offer petroleum engineering services to the public? NO

Are you employed by a government agency, company or industry which is exempt from registration? YES

If you are a Registered Professional Engineer, please provide State(s)/Provinces(s) and Certificate Number(s) of registration:  
No

Geologist Applicants:  
State(s) and certificate number(s) of registration as a Geologist, certificate number as a Certified Petroleum Geologist by AAPG, or member number issued by Society of Independent Professional Earth Scientists (SIPES):  
N/A

Registration in Good Standing:  
Please advise if your registration is not in good standing. If your registration has lapsed due to non-payment of fees, or if your registration has been revoked due to action taken by the governing board, please comment on the situation in the space below. In the event that your work situation changes such that you must obtain a different form of license or become formally licensed or registered, SPEE expects that you will remain in full legal compliance with the laws and regulation of that state/province in which you are practicing. Failure to do so will constitute an ethics violation subject to action by the Grievance Committee.

Registration is in good standing.

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### PUBLICATIONS

Please provide the title and reference number (if appropriate) of any published professional articles, books or book sections of which you are an author or co-author. If you have earned an advanced degree, please provide the title and a brief discussion of your Thesis and/or Dissertation. If your bibliography is long, you may attach a separate sheet.

[SPE 999999 "Evaluation of Horizontal Wells" March 2008, J. Doe Author](#)

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### STATEMENT OF COLLEGE WORK

Please attach an official college/university record evidencing completion of the relevant degree(s) listed below.

From MO/YR	To MO/YR	Name of University	Major/Minor	Type of Degree	Graduation MO/YR
<a href="#">Sep-1988</a>	<a href="#">Jun-1992</a>	<a href="#">University of Anytown</a>	<a href="#">Petroleum Engineering</a>	<a href="#">B.S.</a>	<a href="#">Jun-1992</a>

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### PROFESSIONAL and SCIENTIFIC AFFILIATIONS

Please provide the names of other professional, engineering, or scientific societies to which you currently belong or of which you have been a member in the past. Please, state the grade of membership, period of membership, offices which you hold or have held, and any honors received from these societies.

[Society of Petroleum Engineers, Member Number 12345](#)

**RECORD OF EXPERIENCE**

SPEE regards the following information to be of utmost importance in determining your qualifications to be a Member. Please account for the time period since graduation from college. If you prefer, you may provide a current resume or complete this section on a separate page.

From MO/YR	To MO/YR	Company	Description of work including position or title
			<a href="#">See attached resume</a>

**SPECIFIC EXPERIENCE IN EVALUATION OF OIL AND GAS PROPERTIES**  
 (see By-Laws, Article III, Sections 1 and 4)

Give a statement setting forth the specific evaluation experience which qualifies you to become a Member of SPEE. General statements and broad descriptions are not helpful. Please take the time to provide as much information as possible. Indicate if the experience was "hands-on" vs. supervisory, and note the areas of expertise (i.e. petrophysical, reserves, economics, etc.) which are emphasized by the "Project." A Member is required to have ten years experience in the evaluation of oil and gas properties. Five years responsible petroleum engineering experience, or five years teaching petroleum engineering courses in a college or university accredited by the Accreditation Board of Engineers and Technology (ABET) may be substituted for five years of experience in the evaluation of oil and gas properties. Experience in the evaluation of oil and gas properties shall mean that the principal employment on a consistent basis regularly involves the evaluation of oil and gas properties. "Evaluation" of oil and gas properties includes, but is not limited to, the responsible determination of petroleum reserve/resources estimates, the responsible determination of production forecasts, and the responsible inclusion of the economic impacts of reserves/resources and production estimates. An Associate Member shall be required to demonstrate at least five years of experience in the evaluation of oil and gas properties (rather than the ten years required for Members), one half of which time (2-1/2 years) can be satisfied by the substitution of either 2-1/2 years of responsible petroleum engineering practice or 2-1/2 years of teaching petroleum engineering courses in an accredited college or university. Please provide details about projects that span the course of your career so the Qualifications Committee can better appraise your overall evaluation experience.

**Project 1 Details**

**Date(s) Performed [July 1993 through July 1996](#)**

[Evaluation Project Number 1](#)

[I evaluated a field in Wyoming which we later purchased and three years later I prepared the evaluation when we sold it.](#)



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**Project 2 Details**  
**Evaluation Project Number 2**

**Date(s) Performed** August 2002 through September 2003

I was responsible for the reserves evaluation of the Big Moose Field and supervised junior engineers who were responsible for drilling the PUD locations.

**Project 3 Details**  
**Evaluation Project Number 3**

**Date(s) Performed** 2005

I evaluated the company's reserves for reporting the year end 2005 results to the SEC and inclusion of same in the 10-K.

**Project 4 Details**  
**Evaluation Project 4**

**Date(s) Performed** 2008

I was responsible for the engineering supervision of the Tortoise Field in Colorado which included designing facilities for the gas gathering system field expansion after we drilled 20 new wells and the reserves for yearend reporting.

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# Instructions to Applicants

The Executive Committee is pleased that you have made the decision to apply for SPEE membership. In order that we may be able to assess your qualifications for membership and to expedite the review and approval process, we ask that you complete the application form carefully and as thoroughly as possible. Admission to SPEE is based on peer review of your experience and achievements in petroleum evaluation. Therefore, the application requests a significant amount of information about your training and professional experience that will form the foundation for consideration of your membership in SPEE.

The following instructions are to help you in completing the application. If additional space is needed to answer any questions please attach any necessary extra pages.

## Page 2 - SPEE Sponsors

SPEE requires endorsement of your membership by three Sponsors who are SPEE members and who are knowledgeable about your training and experience and have known you for more than one year. It is preferred that Sponsors not all be from your current employer or firm. Sponsors should be able to speak to a large portion of your record of experience. Enclosed with this application are three Sponsor forms. These forms are to be sent to the Sponsor after he or she has agreed to sponsor your application. You may enlist more than three Sponsors; however, SPEE is more concerned with the information provided by the Sponsors than in the number of Sponsors.

In some locations and industry situations it may be possible that you cannot find three SPEE member Sponsors. In that event, please contact the SPEE office in Houston for a list of members in your area and the contact information for the nearest SPEE Chapter. It may be possible to make alternative arrangements to meet the Sponsor requirement.

## Page 2 - Additional References

These references should be selected to reinforce the sponsor endorsements and, if possible, illuminate areas of your experience not covered by the Sponsors.

## Page 3 - Personal Information

This information is not required. The purpose for including this section is to provide information for the Membership Directory. You may elect to provide this information along with a photo (also optional) at a later date.

## Page 3 - Licensure or Professional Registration

This section is very important and should be filled out carefully and as fully as possible. SPEE encourages members to obtain professional licensure or registration. However, SPEE also recognizes that the form of, and criteria for, registration vary from place to place and that requirements have changed over time. SPEE further recognizes that the laws governing professional practice in the jurisdiction in which the candidate works may or may not require that a candidate be registered. The information that you provide in this section will be used to determine if you fall under the license and/or Registration provisions of the By-Laws. Answering these questions may require some research on your part. Most of the information regarding state laws is available on the Internet on the various state and province websites.

The third question asks for a citation to the law or regulation which governs registration in your location. SPEE is familiar with the regulations of most major oil states and provinces, however, if you think it would be useful; please attach a copy of the pertinent language to your application.

## Page 5 - Record of Experience

SPEE requires that Full Member applicants have "ten years experience in the evaluation of oil and gas properties." "Evaluation" of oil and gas properties includes, but is not limited to, the responsible determination of petroleum reserve/resources estimates, the responsible determination of production forecasts, and the responsible inclusion of the economic impacts of reserves/resources and production estimates. It is therefore important that your record of experience include sufficient definition of the type of work you have done and the time period in which it was done to allow reviewers to determine that you meet that requirement.

## Page 5 - Specific Experience

This section requests a detailed discussion of four specific evaluation "projects" in which you personally did the evaluation work, or contributed specific portions of the project evaluation. The purpose is to provide a gauge of your expertise in evaluation work. As used here "project" has a broad connotation in regard to time and activities. Where you have a choice, recent work may be more useful than older work. Please provide as much detail as possible, but do not divulge confidential or client information.

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Following is an example of  
an application form with  
sufficient detail.

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Application to become a Member or Associate Member of  
**THE SOCIETY OF PETROLEUM EVALUATION ENGINEERS**

RETURN TO: **SPEE**  
**5535 Memorial Drive, #F654**  
**Houston, Texas 77007**  
**Phone: (713) 651-1639**

**If you are using the Paper Application Form,  
please print plainly. Refer to 'Instructions to  
Applicants' attached.**

John/Jane Doe  
(Full name of applicant)

Date: July 1 2011

The information you give should be correct, leaving no room for doubt, misinterpretation, or misrepresentation. Before submitting this application, you should obtain the most recent version of the By-Laws of THE SOCIETY OF PETROLEUM EVALUATION ENGINEERS (hereinafter "By-Laws") by referencing the SPEE Website at [www.spee.org](http://www.spee.org) or by contacting the Administrative Secretary at the address or phone number indicated above. Failure to inform yourself regarding this document will in no way excuse you from compliance with its requirements for SPEE members. Remember to include with your application an official college/university record evidencing completion of the relevant degree.

The Executive Committee

To the EXECUTIVE COMMITTEE of THE SOCIETY OF PETROLEUM EVALUATION ENGINEERS:

I hereby make application to become a:  Member  Associate Member (See By-Laws, Article III, Sections 1 and 4.)

of THE SOCIETY OF PETROLEUM EVALUATION ENGINEERS ("SPEE"). I hereby represent that prior to the signing of this application in the space provided below, I have read the By-Laws of SPEE. If admitted as a Member, I agree to abide by the By-Laws of SPEE now or hereafter in effect governing SPEE and its members. I agree that said By-Laws as now existing, or as they may be amended hereafter, shall be the sole measure of my rights and privileges in SPEE. I agree to maintain high standards of moral integrity and professional conduct as will make being a Member a credit to SPEE. I agree to pay the annual dues promptly when due.

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I warrant that my entries on these pages are true and correct. It is my understanding and agreement that any untrue or incorrect statement made by me in this application shall be sufficient grounds for my expulsion or suspension from SPEE as may be decided by the Executive Committee.

I submit this application for your information and consideration.

**Signature of Applicant:**

\_\_\_\_\_  
(Signature as usually written)

Current Employer: ABC Oil and Gas Company

Position or Title: Senior Petroleum Engineer

Business Address: 123 Nowhere Avenue Suite #300  
(Street address or P. O. Box)

Denver, Colorado 80202 U.S.A.  
(City, State/Province, Zip/Postal Code, Country)

Phone: 303-555-1212

FAX: 303-555-1213

e-mail: Jdoe@gmail.com

**SPEE SPONSORS**

In addition to your own record of experience, SPEE relies upon the information provided by your SPEE Sponsors. List three SPEE Members in good standing who: (1) have known you in a professional capacity for at least one year, (2) can attest to your training and experience in the evaluation of oil and gas properties, and (3) have indicated to you, after you have contacted them, that they are willing to recommend you as a Member of SPEE. SPEE Members who are not familiar with your work experience but who would provide character references can be listed as Additional References.

1. A. Doe
2. B. Doe
3. C. Doe

Send a SPONSOR FORM to each of the sponsors listed above. Ask them to complete the form as soon as possible, and then return the form directly to SPEE at the address on Page 1.

**ADDITIONAL REFERENCES**

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Name:	<u>D. Doe</u>	<u>E. Doe</u>	<u>F. Doe</u>
Company:	<u>DEF Oil &amp; Gas Company</u>	<u>GHI Oil &amp; Gas Company</u>	<u>ABC Oil &amp; Gas Consultants</u>
Position:	<u>Chief Engineer</u>	<u>Vice-President</u>	<u>President</u>
Address:	<u>456 Anywhere St. Denver CO 80202</u>	<u>789 Anywhere St. Denver CO 80202</u>	<u>1011 Anywhere St. Denver CO 80202</u>
Office Phone:	<u>303-555-1214</u>	<u>303-555-1216</u>	<u>303-555-1218</u>
FAX:	<u>303-555-1215</u>	<u>303-555-1217</u>	<u>303-555-1219</u>
SPEE Member: (Y/N)	<u>No</u>	<u>No</u>	<u>No</u>

**(Applicant is not to use the space below.)**

Date application form received by SPEE Administrator: \_\_\_\_\_ Official college verification \_\_\_\_\_  
(or record of degree independently verified)

Date(s) SPONSOR FORMS returned: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

Date application and Sponsor Forms sent to Qualifications Committee Chairman: \_\_\_\_\_

APPROVED BY QUALIFICATIONS COMMITTEE CHAIRMAN \_\_\_\_\_ Date: \_\_\_\_\_

If Associate Member, estimated month/year to qualify as Member: \_\_\_\_\_ Qualifications Chairman \_\_\_\_\_

APPROVED BY EXECUTIVE COMMITTEE: PRESIDENT \_\_\_\_\_ Date: \_\_\_\_\_

VICE PRESIDENT \_\_\_\_\_ Date: \_\_\_\_\_

SECRETARY-TREASURER \_\_\_\_\_ Date: \_\_\_\_\_

PAST PRESIDENT \_\_\_\_\_ Date: \_\_\_\_\_

Date applicant's name is published in SPEE newsletter: \_\_\_\_\_

Date applicant is notified of admission as a member: \_\_\_\_\_ Date dues payment received: \_\_\_\_\_

---

**PERSONAL INFORMATION**

Residence Address: 777 Anywhere Avenue  
(Street Address or P.O. Box)

Denver, Colorado 80202 U.S.A.  
(City, State/Province, Zip/Postal Code, Country)

Home Phone: 720-555-1212 Spouse Name (for SPEE Directory): Jane Doe

Place of birth (City, State/Province, Country): Houston, Texas U.S.A.

Date of birth: September 1 1970 Country of current citizenship: U.S.A.

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**LICENSE or PROFESSIONAL REGISTRATION**

Engineer Applicants:  
In which State or Province, and Country do you currently practice? Colorado

Does that State, Province or Country have a regulation or law requiring the licensing and/or registration of petroleum engineers, or of engineers who practice petroleum engineering? YES

Please provide a citation to the title of that law and/or regulation Colorado Revised Statutes Title 12 Article 25 Part 1

Do you personally offer petroleum engineering services to the public? NO

Does your employer offer petroleum engineering services to the public? NO

Are you employed by a government agency, company or industry which is exempt from registration? YES

If you are a Registered Professional Engineer, please provide State(s)/Provinces(s) and Certificate Number(s) of registration:  
None

Geologist Applicants:  
State(s) and certificate number(s) of registration as a Geologist, certificate number as a Certified Petroleum Geologist by AAPG, or member number issued by Society of Independent Professional Earth Scientists (SIPES):  
N/A

Registration in Good Standing:  
Please advise if your registration is not in good standing. If your registration has lapsed due to non-payment of fees, or if your registration has been revoked due to action taken by the governing board, please comment on the situation in the space below. In the event that your work situation changes such that you must obtain a different form of license or become formally licensed or registered, SPEE expects that you will remain in full legal compliance with the laws and regulation of that state/province in which you are practicing. Failure to do so will constitute an ethics violation subject to action by the Grievance Committee.

Registration is in good standing.

---

### PUBLICATIONS

Please provide the title and reference number (if appropriate) of any published professional articles, books or book sections of which you are an author or co-author. If you have earned an advanced degree, please provide the title and a brief discussion of your Thesis and/or Dissertation. If your bibliography is long, you may attach a separate sheet.

[SPE 999999 "Evaluation of Horizontal Wells" March 2008, J. Doe, Author](#)

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### STATEMENT OF COLLEGE WORK

Please attach an official college/university record evidencing completion of the relevant degree(s) listed below.

From MO/YR	To MO/YR	Name of University	Major/Minor	Type of Degree	Graduation MO/YR
<a href="#">Sep-1988</a>	<a href="#">Jun-1992</a>	<a href="#">University of Anytown</a>	<a href="#">Petroleum Engineering</a>	<a href="#">B.S.</a>	<a href="#">Jun-1992</a>

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### PROFESSIONAL and SCIENTIFIC AFFILIATIONS

Please provide the names of other professional, engineering, or scientific societies to which you currently belong or of which you have been a member in the past. Please, state the grade of membership, period of membership, offices which you hold or have held, and any honors received from these societies.

[Society of Petroleum Engineers, Member Number 12345](#)

**RECORD OF EXPERIENCE**

SPEE regards the following information to be of utmost importance in determining your qualifications to be a Member. Please account for the time period since graduation from college. If you prefer, you may provide a current resume or complete this section on a separate page.

From MO/YR	To MO/YR	Company	Description of work including position or title
			See attached resume

**SPECIFIC EXPERIENCE IN EVALUATION OF OIL AND GAS PROPERTIES**  
(see By-Laws, Article III, Sections 1 and 4)

Give a statement setting forth the specific evaluation experience which qualifies you to become a Member of SPEE. General statements and broad descriptions are not helpful. Please take the time to provide as much information as possible. Indicate if the experience was "hands-on" vs. supervisory, and note the areas of expertise (i.e. petrophysical, reserves, economics, etc.) which are emphasized by the "Project." A Member is required to have ten years experience in the evaluation of oil and gas properties. Five years responsible petroleum engineering experience, or five years teaching petroleum engineering courses in a college or university accredited by the Accreditation Board of Engineers and Technology (ABET) may be substituted for five years of experience in the evaluation of oil and gas properties. Experience in the evaluation of oil and gas properties shall mean that the principal employment on a consistent basis regularly involves the evaluation of oil and gas properties. "Evaluation" of oil and gas properties includes, but is not limited to, the responsible determination of petroleum reserve/resources estimates, the responsible determination of production forecasts, and the responsible inclusion of the economic impacts of reserves/resources and production estimates. An Associate Member shall be required to demonstrate at least five years of experience in the evaluation of oil and gas properties (rather than the ten years required for Members), one half of which time (2-1/2 years) can be satisfied by the substitution of either 2-1/2 years of responsible petroleum engineering practice or 2-1/2 years of teaching petroleum engineering courses in an accredited college or university. Please provide details about projects that span the course of your career so the Qualifications Committee can better appraise your overall evaluation experience.

**Project 1 Details**

**Date(s) Performed July-August 1993 and July-August 1996**

Evaluation of Big Sheep Draw Field

I evaluated the Big Sheep Draw Field in Wyoming which we later purchased based on my evaluation and three years later I prepared the evaluation when we sold it for an acceptable profit following its development.

I was the responsible evaluations engineer on the acquisition team. I performed decline analysis on 150 wells using the ARIES engineering and economic modeling tool. On newer wells where decline analysis was not applicable I calculated reserve by volumetric means after receiving the petrophysical parameters from the geologist on the acquisition team. Using 3-D seismic interpretation prepared by our geophysicists we were able to estimate that the field was comprised of two distinct pools. In order to test the reserves estimates by decline analysis and volumetrics I performed a material balance (i.e. P/Z) on a pool by pool basis. The whole evaluation time spanned 2 months and we also ran the economics. We analyzed the Lease Operating Statements and estimated the operating costs, splitting it ...



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**Project 2 Details**  
**Evaluation of Big Moose Field**

**Date(s) Performed** August 2002 through September 2005

I was assigned to the Big Moose Field in August 2002 and my first task was to evaluate the reserves. I used decline curve analysis on 50 wells using the PHDWIN engineering and economic modeling tool. The economics parameters were obtained from our accounting department and I split the operating expenses into fixed and variable components that were then input into the model. With the help of the development geologists on our team we identified 12 infill and offset drilling locations. I supervised junior engineers who were responsible for drilling these PUD locations.

**Project 3 Details**  
**Yearend 2005 Corporate Reserves Reporting**

**Date(s) Performed** October 2005 through January 2006

I evaluated the company's reserves for reporting the year end 2005 results to the SEC and inclusion of same in the 10-K. This involved the aggregation of 28 fields where the average field size was 30 wells. Where sufficient production history was available I used decline curve analysis and volumetrics where it was not. As each field evaluation was complete it was reviewed by the various business units but I had the final say as it then was reviewed by the reserves audit committee prior to submitting to the Board of Directors for final signoff approval.

**Project 4 Details**  
**Tortoise Field, Colorado**

**Date(s) Performed** 2008 through 2010

I was responsible for the engineering supervision of the Tortoise Field in Colorado which included designing facilities for the gas gathering system field expansion after we drilled 20 new wells and the reserves for yearend reporting.

I became team lead in January 2008 and under my direction the more junior engineers performed decline curve analysis on over 200 wells. I reviewed their work and provided guidance and suggestions for improvement of the forecasts based on my experience in the area in previous years. This field consisted of one gas pool and three distinct oil pools, one of which required numerical simulation because we recommended a waterflood be installed based on our reservoir simulation work. I critiqued the simulation modeling work prepared by my subordinates. With the help of the geologists on the team we identified and drilled 20 new gas wells. This required that additional gathering lines and compression be added and I was responsible for the design of same. We evaluated the incremental reserves contributed by the new wells through P/Z work. Although I did not do this P/Z work myself, it was performed by my subordinates, I reviewed their work and recommended the inclusion and exclusion of certain data points to enhance the evaluation.

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For the three year ends 2008 through 2010 my team prepared the yearend reserves evaluations and I approved same prior to delivery to the corporate reserves coordinator.

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# Instructions to Applicants

The Executive Committee is pleased that you have made the decision to apply for SPEE membership. In order that we may be able to assess your qualifications for membership and to expedite the review and approval process, we ask that you complete the application form carefully and as thoroughly as possible. Admission to SPEE is based on peer review of your experience and achievements in petroleum evaluation. Therefore, the application requests a significant amount of information about your training and professional experience that will form the foundation for consideration of your membership in SPEE.

The following instructions are to help you in completing the application. If additional space is needed to answer any questions please attach any necessary extra pages.

## Page 2 - SPEE Sponsors

SPEE requires endorsement of your membership by three Sponsors who are SPEE members and who are knowledgeable about your training and experience and have known you for more than one year. It is preferred that Sponsors not all be from your current employer or firm. Sponsors should be able to speak to a large portion of your record of experience. Enclosed with this application are three Sponsor forms. These forms are to be sent to the Sponsor after he or she has agreed to sponsor your application. You may enlist more than three Sponsors; however, SPEE is more concerned with the information provided by the Sponsors than in the number of Sponsors.

In some locations and industry situations it may be possible that you cannot find three SPEE member Sponsors. In that event, please contact the SPEE office in Houston for a list of members in your area and the contact information for the nearest SPEE Chapter. It may be possible to make alternative arrangements to meet the Sponsor requirement.

## Page 2 - Additional References

These references should be selected to reinforce the sponsor endorsements and, if possible, illuminate areas of your experience not covered by the Sponsors.

## Page 3 - Personal Information

This information is not required. The purpose for including this section is to provide information for the Membership Directory. You may elect to provide this information along with a photo (also optional) at a later date.

## Page 3 - Licensure or Professional Registration

This section is very important and should be filled out carefully and as fully as possible. SPEE encourages members to obtain professional licensure or registration. However, SPEE also recognizes that the form of, and criteria for, registration vary from place to place and that requirements have changed over time. SPEE further recognizes that the laws governing professional practice in the jurisdiction in which the candidate works may or may not require that a candidate be registered. The information that you provide in this section will be used to determine if you fall under the license and/or Registration provisions of the By-Laws. Answering these questions may require some research on your part. Most of the information regarding state laws is available on the Internet on the various state and province websites.

The third question asks for a citation to the law or regulation which governs registration in your location. SPEE is familiar with the regulations of most major oil states and provinces, however, if you think it would be useful; please attach a copy of the pertinent language to your application.

## Page 5 - Record of Experience

SPEE requires that Full Member applicants have "ten years experience in the evaluation of oil and gas properties." "Evaluation" of oil and gas properties includes, but is not limited to, the responsible determination of petroleum reserve/resources estimates, the responsible determination of production forecasts, and the responsible inclusion of the economic impacts of reserves/resources and production estimates. It is therefore important that your record of experience include sufficient definition of the type of work you have done and the time period in which it was done to allow reviewers to determine that you meet that requirement.

## Page 5 - Specific Experience

This section requests a detailed discussion of four specific evaluation "projects" in which you personally did the evaluation work, or contributed specific portions of the project evaluation. The purpose is to provide a gauge of your expertise in evaluation work. As used here "project" has a broad connotation in regard to time and activities. Where you have a choice, recent work may be more useful than older work. Please provide as much detail as possible, but do not divulge confidential or client information.

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Following is an example of  
a sponsor form with  
sufficient detail.



Sponsor Form for an applicant to become a Member or Associate Member of

## THE SOCIETY OF PETROLEUM EVALUATION ENGINEERS

RETURN TO: **SPEE**  
**5535 Memorial Drive, #F654**  
**Houston, Texas 77007**  
**Phone: (713) 651-1639**

**John or Jane Doe**

(Full name of Applicant)

**Sponsor Doe**

(Full name of Sponsor)

INSTRUCTIONS TO SPONSOR: You have been asked to be a Sponsor for a person who wants to become a Member or Associate Member of SPEE. You are one of the most important elements in the process of defining a candidate's qualifications for membership. It is your responsibility to provide complete and meaningful information which will enable the Executive Committee to judge the applicant's eligibility under the By-Laws of THE SOCIETY OF PETROLEUM EVALUATION ENGINEERS. Please consider the following points:

1. You must have known the applicant in a professional capacity for at least one year.
2. The applicant must have a bachelor's or advanced degree in engineering or geology.
3. If the applicant offers services to the public as a Professional Engineer, or is employed by an engineering firm that offers services to the public, then the applicant must be licensed or registered as a professional engineer. If the applicant is a geologist, he must be a Certified Petroleum Geologist as designated by the American Association of Petroleum Geologists, a member in good standing of the Society of Independent Professional Earth Scientists (SIPES), or be certified as a geologist in the applicant's state of residence if such certification is available. If the applicant is not formally registered as either an engineer or geologist, must otherwise be practicing as an engineer or geologist in full compliance with applicable state/provincial laws and regulations.
4. If applying as a MEMBER, the applicant must have ten years of experience in the evaluation of oil and gas properties. Experience in the evaluation of oil and gas properties shall mean that the principal employment on a consistent basis has to do with the evaluation of oil and gas properties<sup>1</sup>. Five years of responsible petroleum engineering experience or five years of teaching the subject in a college or university may be substituted for five years of experience in the evaluation of oil and gas properties. Application as an ASSOCIATE MEMBER requires one half (1/2) of the experience required for application as a MEMBER but must meet all other requirements for membership.

The Executive Committee

1. How long have you known the applicant?  
**I have known the applicant for 2 years.**
2. What relationship have you had with the applicant that would enable you to judge their qualifications to be a Member or Associate Member of SPEE?

**I reviewed the applicant's evaluation work over a one year period and was responsible for approving it.**

(or)

**I worked with the applicant over a one year period in which I saw first-hand his evaluation work.**

<sup>1</sup> "Evaluation" of oil and gas properties includes, but is not limited to, the responsible determination of petroleum reserve/resources estimates, the responsible determination of production forecasts, and the responsible inclusion of the economic impacts of reserves/resources and production estimates.

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3. Please provide a specific statement, in as much detail as possible, on the evaluation experience which you believe qualifies the applicant to become a Member or Associate Member of SPEE.

I [saw, reviewed, approved] the applicants work that involved [decline analysis, volumetric calculations, analogy, material balance or P/Z] evaluation methods on Project A.

(or)

Over the course of xxx years I approved the applicant's year end reserve estimates for our Company that involved his/her use of [decline analysis, volumetric calculations, analogy, material balance or P/Z] evaluation methods.

4. Please provide a statement regarding the personal character and professional conduct of the applicant.

During the course of my associations with the applicant I found him/her to be ethical and professional in all of our dealings. When faced with difficult situations regarding conflicting opinions on reserve estimates the applicant always behaved with honor and respect for others with differing opinions.

5. Please provide any further pertinent information which may bear on the acceptance of the applicant as a Member or Associate Member of SPEE.

I know of no impediments to membership.

(or)

The applicant has attended many meetings of the local chapter of the SPEE and would make a welcome addition to the Society.

I hereby recommend the applicant as a: \_\_\_\_\_ Member of SPEE  
\_\_\_\_\_ Associate Member of SPEE

**SIGNATURE OF SPONSOR:** \_\_\_\_\_  
(signature as usually written)

Date: \_\_\_\_\_