Application
to become a Member or Associate Member of

THE SOCIETY OF PETROLEUM EVALUATION ENGINEERS

Applicant:

The information you provide in this application should be correct, leaving no room for doubt, misinterpretation, or misrepresentation. Before submitting this application, you should obtain and read the most recent version of SPEE's By-Laws (hereinafter "By-Laws") from the SPEE Website at www.spee.org or by contacting the SPEE Administrator at the email address or phone number indicated below. You should also thoroughly read the Instructions to Applicants, located on Page 11 of this application package. Remember to include with your application an appropriate document evidencing completion of the relevant degree. Your signed application may be submitted by email or hard copy to the email address or physical address listed at the bottom of each page.

The Executive Committee

_____ _____
(Full name of Applicant) (Date)

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 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 geoscientists 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 geoscientists 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 application being denied or future 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)

Current Employer: _____

Position or Title: _____

Business Address: _____
(Street address or P.O. Box)

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

Office Phone: _____ Cell Phone: _____ e-mail: _____

(Full name of Applicant) (Date)

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 have agreed to sponsor your application for SPEE membership and who:

(1) Have known you in a professional capacity for at least one year and can attest to your training and experience in the evaluation of oil and gas properties (the Direct Knowledge Method), or
(2) Have indicated a willingness to meet with you to investigate in detail your prior record of experience, examine evidence of your prior technical evaluation work, and make a written assessment regarding your qualifications for SPEE membership (the Interview Method).

SPEE Sponsors:

1. Name: _____ Years known: _____
   Current Employer: _____ ☐ Interview method
   Relationship: _____
2. Name: _____ Years known: _____
   Current Employer: _____ ☐ Interview method
   Relationship: _____
3. Name: _____ Years known: _____
   Current Employer: _____ ☐ Interview method
   Relationship: _____

It is important that you describe your professional relationship with each sponsor and indicate the duration of time that you have known that sponsor. As indicated in the Instructions to Applicant on Page 11, it is preferable that your SPEE Sponsors not all be from your current employer or firm, and we ask that no more than one be in a current subordinate position to you. If any of your sponsors have insufficient direct knowledge of your prior experience and level of technical evaluation work and/or have known you for less than one year, such that they intend to Sponsor you via the Interview Method, please check the "Interview method" box and also consider discussing your situation with the Chairman of SPEE's Membership Committee. At least one Sponsor should have known you for a year or more.

Finally, make sure that each of the sponsors listed above have access to a blank Sponsor Form. Ask them to complete the form as soon as possible, and then return the form directly to SPEE to the email address on the bottom of each page of this application. SPEE Members who are not familiar with your work experience, and not prepared to act as sponsors, but who would provide character references can be listed as Additional References.

ADDITIONAL REFERENCES

Provide the names and associated information for three persons (other than the three sponsors listed above) from whom the Qualifications Committee and/or 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.

References:

1. Name: _____ SPEE Member? ☐ Yes ☐ No
   Company: _____ Phone: _____
   Position: _____
   Address: _____

(Full name of Applicant) (Date)

2. Name: _____ SPEE Member? ☐ Yes ☐ No

   Company: _____ Phone: _____

   Position: _____

   Address: _____

3. Name: _____ SPEE Member? ☐ Yes ☐ No

   Company: _____ Phone: _____

   Position: _____

   Address: _____

PERSONAL INFORMATION (OPTIONAL)

Note:This information is used only for SPEE demographics as well as to locate you should your employment status change and your website profile has not been updated.

Residence Address: _____
(Street Address or P.O. Box)

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

Home Phone: _____ Spouse Name (for SPEE Directory): _____

Place of birth (City, State/Province, Country): _____

Date of birth: _____ Country of current citizenship: _____

LICENSE OR PROFESSIONAL REGISTRATION

Engineer Applicants:

In which State or Province and Country do you currently work? _____

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 ☐ No

Please provide a citation to the title of that law and/or regulation _____

Do you personally offer petroleum engineering services to the public? ☐ Yes ☐ No

Does your employer offer petroleum engineering services to the public? ☐ Yes ☐ No

Are you employed by a government agency, company or industry which is exempt from registration? ☐ Yes ☐ No

If you are a Registered Professional Engineer, please provide State(s)/Provinces(s) and Certificate Number(s) of registration:

_____

If you are a Chartered Engineer with the Energy Institute, please provide your certificate number: _____

(Full name of Applicant) (Date)

Geoscientist Applicants:

In which State or Province and Country do you currently work: _____

Does that State, Province or Country have a regulation or law requiring the licensing and/or registration of geoscientists, or of geoscientists who practice geology or geophysics? ☐ Yes ☐ No

Please provide a citation to the title of that law and/or regulation:

_____

Do you personally offer geoscience services to the public? ☐ Yes ☐ No
Does your employer offer geoscience services to the public? ☐ Yes ☐ No
Are you employed by a government agency, company or industry which is exempt from registration? ☐ Yes ☐ No

If you are a Registered Professional Geoscientist, please provide State(s)/Provinces(s) and Certificate Number(s) of registration:

_____

If you are a Certified Petroleum Geologist by AAPG, please provide your certificate number: _____

If you are a member of the Society of Independent Professional Earth Scientists (SIPES), please provide your member number:
_____

If you are a Chartered Geologist with the Geological Society, please provide your certificate number: _____

Engineering and Geoscience: Verification of 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.

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.

(Full name of Applicant) (Date)

STATEMENT OF COLLEGE WORK

Please attach an official college/university record evidencing completion of the relevant degree(s) listed below. Proper evidence includes (1) a copy of a full transcript from the institution (official/certified or unofficial copy) showing the granting of a degree, (2) a letter from the institution indicating the granting of a degree, citing the degree granted and date, or (3) a copy of one's diploma, provided that the institution, degree granted, and date are clearly discernible. Verification documents from third party companies having degree databases are not acceptable.

From MO/YR	To MO/YR	Name of University	Major/Minor	Type of Degree	Graduation MO/YR

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.

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

(Full name of Applicant) (Date)

SPECIFIC EXPERIENCE IN EVALUATION OF OIL AND GAS PROPERTIES

(see By-Laws, Article III, Sections 1 and 4)

A Member is required to have ten years of 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.

As part of each application, the SPEE requires a statement describing and illustrating the specific evaluation experience which qualifies each applicant to become a Member of SPEE. One method that is strongly recommended for this statement is to provide a series of specific project descriptions which span the applicants tenure of evaluation of oil and gas properties. 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 each "Project". Given that this statement is intended to illustrate at least 10 years of oil and gas evaluation experience, the Executive Committee recommends that at least 4 different projects be described.

Note that the written project descriptions described herein are intended to be primarily for Qualifications Committee and Executive Committee use in evaluating the applicant's eligibility under Article III of the SPEE By-Laws. These project descriptions may also be used by SPEE Sponsors who have known the applicant for at least one year and intend for the descriptions to serve as a refresher of applicant's experience. However, these project descriptions are not intended to be the sole basis upon which SPEE Sponsors assess qualifications for SPEE membership using the Interview Method. In this case, substantially more review by the sponsor is expected.

(Full name of Applicant) (Date)

PROJECT 1

Name: Date(s) Performed:

Project Details:

(Full name of Applicant) (Date)

PROJECT 2

Name: Date(s) Performed:

Project Details:

(Full name of Applicant) (Date)

PROJECT 3

Name: Date(s) Performed:

Project Details:

(Full name of Applicant) (Date)

PROJECT 4

Name: Date(s) Performed:

Project Details:

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 and Sponsor Forms**

SPEE requires endorsement of your membership by three Sponsors who are SPEE members and who are knowledgeable about your training and experience. It is preferable that these Sponsors have known you for more than one year and are already familiar with your record of technical evaluation experience through past contact and professional interaction. It is also preferable that Sponsors not all be from your current employer or firm, and we ask that no more than one be in a current subordinate position to you.

In the event that you cannot find three SPEE members who have known you for at least a year and who are already knowledgeable enough about your record of technical experience to comment as a Sponsor directly, you may be able to complete the sponsor requirement by locating SPEE members who are willing to meet with you to (1) discuss in detail your prior record of experience, (2) examine evidence of your prior technical evaluation work, and (3) be able to judge and attest to your qualifications for SPEE membership. Each SPEE Sponsor has latitude in how they conduct these meetings, discussions, and evaluations; however, please be aware that all applications for SPEE membership are subject to screening of the Qualifications Committee and approval of the Executive Committee. If Sponsor forms are deemed insufficient to provide attestation of your training and experience, then additional information from you or your SPEE Sponsors may be requested before a final decision regarding membership approval is rendered. As such, it is recommended that the Chairman of the Qualifications Committee be notified in advance if an applicant intends to apply for membership using an SPEE Sponsor who will provide sponsor attestation by the interview process, rather than based on apriori knowledge of the applicant and his/her history of experience.

Blank Sponsor Forms are provided as separate documents, though the applicant is expected to be familiar with them. Each SPEE member who agrees to be your Sponsor is expected to fill out a Sponsor Form and submit the completed form directly to the SPEE office. You may enlist more than three Sponsors; however, SPEE is more concerned with the quality of information provided by each Sponsor, rather than in the number of Sponsors.

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 <u>not required</u>. 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.

<u>The third question asks for a citation to the law or regulation which governs registration in your location.</u> 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. These project descriptions are a critical part of our evaluation to give us confidence that you spent the required time doing property evaluations. Be concise, be specific, be relevant, be clear about what you did yourself and what you supervised.

(Full name of Applicant) (Date)

SPEE APPLICATION ROUTING FORM

Application to become a: ☐ Member ☐ Associate Member

(APPLICANT IS NOT TO USE THE SPACE BELOW)

Date application form received by SPEE Administrator: _____

Resume Attached: Yes No Official college verification: (or record of degree independently verified) ☐ Diploma ☐ Transcript

Date(s) Sponsor Forms returned:

#1Name:	#2 Name:	#3 Name:
☐ Dues Paid	☐ Dues Paid	☐ Dues Paid

Application and Sponsor Forms sent to Qualifications Committee Chairman Date: _____

Approved By Qualifications Committee Chairman: _____ Date: _____

If Associate Member, estimated month/year to qualify as Member: _____

Application and Sponsor Forms sent to Executive Committee: Date: _____

APPROVED BY EXECUTIVE COMMITTEE:

PRESIDENT: _____ Date: _____

VICE PRESIDENT: _____ Date: _____

SECRETARY-TREASURER: _____ Date: _____

PAST PRESIDENT: _____ Date: _____

Applicant's name is presented in SPEE monthly email to members: Date: _____

Applicant is notified of admission as a member: Date: _____

Dues payment received: Date: _____

Certificate sent to Member: Date: _____

Applicant's name is published in SPEE quarterly newsletter: Date: _____