

Bond Adjudication Course Syllabus

Duration: 16 Hours (approximate). Includes time to take the pre-test, attend webinars, view video lessons, complete exercises, review course materials and references, and complete the post-test)

- Class Dates:**
- A. March 11, 2020 (Intro Webinar - **All Programs**)
 - B. March 11, 2020 – April 3, 2020 (View Recordings and Do Exercises- **All Programs**)
 - C. April 6, 2020 (**Lands** Webinar)
 - C. April 7, 2020 (**Solid Minerals** Webinar)
 - C. April 14, 2020 (**Lands** Webinar)
 - C. April 16, 2020 (**Fluid Minerals** Webinar)

Description:

The goal of this course is to provide instruction to bond adjudicators in all job types and across programs (Lands, Solid Minerals and Fluid Minerals) on the topic of receiving and adjudicating a bond, writing a Decision, maintaining a bond, and terminating a bond period of liability. This important job function is performed by different job types depending on office, program type, and workload volume.

Course Objectives: By the end of this course each participant should be able to:

1. Receive and adjudicate a bond
2. Write Decisions
3. Maintain a bond
4. Terminate a bond period of liability

Target Audience: This course is intended for bond adjudicators across all programs (Lands, Solid Minerals and Fluid Minerals) and in all job types. This includes, but is not limited to, Land Law Examiners, Legal Instruments Examiners, Geologists, and Realty Specialists.

Course Format: This course follows a blended format of self-study and live, online participation. Course curriculum includes: Viewing Video Recordings, Reviewing Class Materials, and Completing Exercises at your home office on your own time schedule, and participating in webinar sessions for your program area at specific, appointed times.

Online Course Work:

All online lesson videos must be viewed and all exercises must be completed before attending and participating in the Webinar 2 session for your program area.

Notes- Lessons and Exercises

Lesson 1: Receive and Adjudicate a Bond

- Exercise #1: Create a bond abstract (surety bond)
- Exercise #2: Adjudicate a surety bond
- Exercise #3: Create a bond abstract (personal bond)
- Exercise #4: Adjudicate a personal bond

Lesson 2: Write Decision

- Exercise #5: Writing a Decision
- Exercise #6: Data Entry

Lesson 3: Maintain Bond

- Exercise #7: Establish Physical Case File
- Exercise #8: Adjudicate Surety Bond Rider
- Exercise #9: Data Entry in BASS for Surety Bond Rider
- Exercise #10: Adjudicate Personal Bond Rider
- Exercise #11: Data Entry in BASS for Personal Bond Rider
- Exercise #14: Name Change
- Exercise #15: Data Entry
- Exercise #16: Adjudicate Replacement Bond

*Please note for the purposes of this class some of the original exercises were omitted. Therefore, Exercises #12, #13 and #17-#19 were removed.

Lesson 4: Terminating Bond Period of Liability (POL)

- Exercise #20: Review Term POL Request
- Exercise #21: Enter/Update BASS for Term POL Request
- Exercise #22: Write a Decision
- Exercise #23: Enter/update BASS for Term POL

Criteria for Course Completion/Credit:

Participants must:

- Complete the pre-test
- Complete required pre-work
- Attend the Intro Webinar 1
- Watch all video Lessons
- Complete all Exercises
- Attend and Participate in Webinar 2 session for your program area
- Complete the post-test