



# American Land Title Association National Title Professional

### **Renewal Application for Designation**









#### **Renewal Application Introduction**

Your designation expires on December 31<sup>st</sup> of the third year following the year of designation. (Example: If the NTP designation is awarded any time in 2013, the designation will expire on December 31<sup>st</sup>, 2016, if not renewed). Subsequent renewals cycles will be exactly three years in length (a renewal awarded for the December 31, 2016, expiration date will result in a new expiration date of December 31<sup>st</sup>, 2019). *The renewal application must be submitted to ALTA by October 31<sup>st</sup> of the renewal year to allow time for review and processing.* 

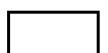
All qualifying employment experience and professional development activities must be completed at the time the application is submitted. Leadership, participation, attendance, and educational activities must have been completed during the current designation term.

The information you provide in this application will be held in the strictest confidence.

#### **Renewal Application Checklist**

Please initial each page, sign or initial where requested, and tally your NTP Points as you proceed. Before sending your application, please indicate you have included the following required items by checking each box:

Receipt of your application will be acknowledged within three business days.







#### **Renewal Application Declaration & Release**

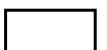
l,	hereby submit this renewal application for the Designation of National
Title Professional	, offered by the American Land Title Association ("ALTA"), in accordance with and
subject to the ap	plicable standards, rules, policies and procedures of the National Title Professional
Designation Prog	ram (the "Program"). I understand that ALTA will use reasonable efforts to keep the
information in its	possession confidential. I understand that ALTA reserves the right to verify any or all
of the informatio	n associated with this application, and that providing false, misleading, inaccurate, or
incomplete infor	mation or otherwise violating the rules governing the Program may constitute grounds
for the rejection	of this application, revocation of the designation, or other appropriate disciplinary
action.	

I understand ALTA reserves the right to modify or alter at any time the standards and any rules, policies or procedures in connection with the Program. I understand and agree that ALTA owns all rights, title and interest in and to all names, trademarks, logos, applications, and other materials related to the Program. I agree that I shall only use intellectual property of ALTA in connection with my participation in the Program and in accordance with ALTA's policies, and agree to immediately cease using and return such intellectual property upon expiration, suspension, or termination of my designation. I do hereby attest to the accuracy and validity of, and assume full responsibility for, the content of the application and all materials and information used by me in support of the application.

In consideration of my application to and participation in this Program, I do hereby release, discharge, and hold harmless, individually and collectively: ALTA and its officers, directors, employees, committee members, members, subsidiaries, agents, successors, and assigns; from any and all liabilities that may arise, directly or indirectly, now or in the future, by reason of or in connection with, any decision, action or omission relating to this application, the failure to grant the designation, the revocation of designation, or the designation standards.

I hereby authorize ALTA to make inquiries to the identified persons or entities listed on the application form, so as to verify the information on my application and authorize any persons or entities contacted by ALTA to respond to these inquiries and provide copies of any relevant and non-confidential information to ALTA. I further authorize ALTA to provide a copy of this Declaration and Release to those entities contacted in connection with this application, should it be requested.

I have read this application and associated materials and understand and agree to abide and be bound by the terms and conditions contained herein, and by all current and future policies, procedures, rules, and regulations of ALTA.







I understand and agree that, should I receive designation under the Program, that I have met the Program's requirements for designation, but that ALTA makes no representations, warranties or guarantees as to, and has and assumes no responsibility for the proper performance of land title services, including but not limited to the transfer of real property, and related services, by me. I further understand that neither ALTA, nor the designation itself, guarantees or warrants anything beyond my ability to meet the particular standards and criteria under the Program. I understand and agree that ALTA makes no claims, warranties, guarantees, or promises regarding the content or performance of any designee, and I agree not to misrepresent my designation status and its meaning. I further understand and agree that, upon designation, if I fall out of compliance with any of ALTA's standards during my designation period, I must immediately notify ALTA. Upon ALTA's receipt of such notice, I will be given a limited amount of time (to be specified by ALTA) to correct the source of my noncompliance and remain in good standing. I understand that failure to notify ALTA under such circumstances, or to correct the problem within the allotted amount of time, could result in suspension or revocation of my designation.

Applicant Signature	2:	 	
Applicant Name: _			
(please print)			
Date:			





#### **Renewal Application Overview**

This application consists of eight sections, four of which allow you to earn NTP Points towards renewal of the NTP designation.

Please complete the NTP Point values for each line item as you proceed. If you have questions about the number of NTP Points allowed, please refer to the instructions in each section or contact NTP staff at ntp@alta.org.

You will need a minimum of thirty (30) NTP Points to qualify for consideration. Of those thirty (30) NTP Points, ten (10) must be earned through participation and/or involvement with ALTA.

#### **Information & Prerequisites**

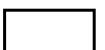
- Section 1: Applicant Information
- Section 2: Industry & Compliance Prerequisites

#### **Requesting NTP Points**

- Section 3: State/Regional Certification or Designation (worth a maximum of 20 NTP Points)
  - The state/regional certification or designation requirement is still in effect. NTPs who
    had this certification or designation at the time of their initial application or previous
    renewal cannot request NTP Points.
  - NTPs who have earned a state/regional certification or designation during the current designation term may request 20 NTP Points
- Section 4: ALTA Attendance, Involvement and Education (NTP Points available)
- Section 5: Attendance and Involvement with State/Regional Land Title Associations and Other Professional Organizations Related to the Land Title Industry (NTP Points available)
- Section 6: Education and Training (NTP Points available)

#### **Review & Summary**

- Section 7: NTP Points Calculation
- Section 8: Professional Qualifications, Disclosure, and Attestation







### **Section 1: Applicant Information**

Full Name:
Individual ALTA ID Number (if known):
Title of Present Position:
Business Name:
Business Street Address:
Business City/State/Zip:
Business Email Address:
Business Telephone:
Business Fax:
Business ALTA ID Number (if known):
Home Street Address:
Home City/State/Zip:
Home Email Address:
Home Telephone:
Date of Original Designation:
Date of Last Renewal (if applicable):





### **Section 2: Industry & Compliance Prerequisites**

ase commin your compliance with each statement by thetring where mulcated.
I continue to be currently engaged in or associated with the land title industry.
I continue to meet the licensing requirements in each state where I physically conduct business and have attached a copy of my current license(s) related to the land title industry.
My license has never been suspended or revoked in this state or any other state without later being reinstated in that same state.
I have never had a license application or renewal denied in this state or any other state without later being approved in that same state.
I continue to be a member of ALTA or employed by a member company. (Note: If you are not a member or employed by an ALTA Member, please contact NTP staff at <a href="mailto:ntp@alta.org">ntp@alta.org</a> to learn more about a special NTP Individual Membership.)
I continue to be a member of Title Action Network. Visit <a href="http://www.alta.org/tan/">http://www.alta.org/tan/</a> for more information.
Continue to meet the membership requirements in my state or region:
am a member of my state/regional land title association or employed by a member company, and I have attached a letter, membership certificate, or documentation confirming membership.  Please indicate which state association(s) of which you are a member:
My state/region is not represented by a land title association.
Please note: If for some reason you are unable to join your state/regional land title association, you may include a letter of explanation with your application, and the NTP Council will determine whether or not to waive this requirement.





### **Section 3: State/Regional Certification or Designation**

(This section is worth a maximum of 20 NTP Points).

certification or designation offered by my state/regional attached a letter, certification certificate, or documental	
certification.	tion committing this designation of
Name of Association:	
Name of Association:  Name of Certification/Designation:	
Date of Original Certification:	
Date of Last Renewal (if applicable):	
Continuing certification/designation is required, bu	
I have earned my state/regional land title association	during this renewal period, and I
have attached a letter, certification certificate, or docum	nentation confirming this
designation or certification.	
Please note: if a program is available in your state, you n	nust hold the highest level of
certification/designation available to apply for the NTP.	If you belong to more than one
state land title association that has a certification or des	ignation program, only one
certification/designation is required. This section is not r	meant to describe or earn points fo
a state insurance license.	
Twenty (20) NTP Points may be requested by applic	•
	renewal period.
the state/regional land title association during the	
	<u></u>
Name of Association/Designation:	
Name of Association:  Name of Certification/Designation:  Date of Original Certification:	
Name of Association/Designation:	
Name of Association:  Name of Certification/Designation:  Date of Original Certification:	
Name of Association:  Name of Certification/Designation:  Date of Original Certification:	Points:





#### Section 4: ALTA Attendance, Involvement & Education

This section requires a minimum of ten (10) NTP Points. Ten (10) of the thirty (30) renewal NTP Points must be earned through participation and/or involvement with ALTA.

#### **ALTA Meeting Attendance**

Please list ALTA Meetings Attendance during the current designation term. *NTP Points will be awarded as follows:* 

- ALTA ONE (or Annual Convention) (4 NTP Points)
- ALTA SPRINGBOARD (or Business Strategies Conference) (3 NTP Points)
- ALTA Advocacy Summit (or Federal Conference) (3 NTP Points)
- ALTA Innovation Boot Camps (2 NTP Points)
- ALTA Title Agents Executives Conference (2 NTP Points)
- ALTA Agents & Abstracters Forum (2 NTP Points)
- In-Person ALTA Committee Meetings (1 NTP Point)

Please note that you may count an ALTA meeting under ALTA Meeting Attendance (this page) or under ALTA Education (page 12), BUT not in both sections.

Meeting:		
Start Date:	End Date:	Points:
Meeting:		
Start Date:	End Date:	Points:
Meeting:		
Start Date:	End Date:	Points:
Meeting:		
Start Date:	End Date:	Points:
Meeting:		
Start Date:	End Date:	Points:
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#### **ALTA Volunteer/Leadership Positions**

Please list ALTA Volunteer/Leadership Positions completed during the current designation term. *One (1) NTP Point per year of service may be requested.* 

Board, Committee, or Task Force: Position:		
Start Date:		Points:
Board, Committee, or Task Force: _ Position:		
Start Date:		Points:
Board, Committee, or Task Force: _ Position:		
Start Date:		
Board, Committee, or Task Force: Position:		
Start Date:		
Board, Committee, or Task Force: _ Position:		
	End Date:	
Board, Committee, or Task Force: _ Position:		
Start Date:		Points:
Board, Committee, or Task Force: Position:		
Start Date:		
Board, Committee, or Task Force: Position:		
Start Date:	End Date:	Points:
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#### **ALTA Author/Presenter**

Please list ALTA authorships and presentations (as presenter, moderator, panelist, etc.) completed during the current designation term. *One (1) NTP Point per article or presentation will be awarded.* 

Please Indicate Type of Involvement:	Author	Presenter	
Name of Article or Session:			_
Name of ALTA Publication or Meeting:			_
Date:			Points:
Please Indicate Type of Involvement:	Author	Presenter	
Name of Article or Session:			_
Name of ALTA Publication or Meeting:			_
Date:			Points:
Please Indicate Type of Involvement:	Author	Presenter	
Name of Article or Session:			-
Name of ALTA Publication or Meeting:			-
Date:			Points:
Please Indicate Type of Involvement:		Presenter	
Name of Article or Session:			-
Name of ALTA Publication or Meeting:			_
Date:			Points:
Please Indicate Type of Involvement: Name of Article or Session:	Author	Presenter	_
Name of ALTA Publication or Meeting:			_
Date:			Points:
Please Indicate Type of Involvement: Name of Article or Session:	Author	Presenter	_
Name of ALTA Publication or Meeting:			_
Date:			Points:
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#### **ALTA Education**

Please list ALTA Education completed during the current designation term. You may request NTP Points as follows:

- Half-Day (0-4 hour) Courses: One (1) NTP Point
- Full Day (5-8 hour) Courses: Two (2) NTP Points
- For courses lasting longer than one day, you may request one (1) NTP Point per half day (0-4 hours), and two (2) NTP Points per full day (5-8 hours)

Please note that you may count an ALTA meeting under ALTA Meeting Attendance (page 9) or under ALTA Education (this page), BUT not in both sections.

Course Name:	
Date of Completion:	Points:
Course Name:	
Date of Completion:	Points:
Course Name:	
Date of Completion:	Points:
Course Name:	
Date of Completion:	Points:
Course Name:	
Date of Completion:	Points:
Course Name:	
Date of Completion:	Points:
Course Name:	
Date of Completion:	Points:
If you need more space, please make a copy o	f this page.
	Total points on this page







# Section 5: Attendance and Involvement with a State/Regional Land Title Association or Other Professional Organizations Related to the Land Title Industry

Other professional organizations related to the land title industry may include, but are not limited to Escrow, Bar, Realtor®, Lender, and Recorder organizations.

#### Meeting Attendance and Volunteer/Leadership Positions

Please list relevant Meetings Attendance and Volunteer/Leadership Positions completed during the current designation term. *NTP Points will be awarded as follows:* 

#### Meeting Attendance:

One (1) NTP Point per day (or portion thereof)

Volunteer/Leadership Involvement:

• One (1) NTP Point per year will be awarded

Please Indicate Type of Involvement: Organization:		<b>□</b> Volunteer/Leadersh	ip Position
Name of Meeting or Committee:			
Start Date:			Points:
Please Indicate Type of Involvement:	Meeting	<b>Uvolunteer/Leadersh</b>	ip Position
Organization:			
Name of Meeting or Committee:			
Start Date:			Points:
Please Indicate Type of Involvement:	Meeting	<b>Volunteer/Leadersh</b>	ip Position
Organization:			
Name of Meeting or Committee:			
Start Date:			Points:
Please Indicate Type of Involvement: Organization:	<del></del>	<b>□</b> Volunteer/Leadersh	ip Position
Name of Meeting or Committee:			
Start Date:			Points:
If you need more space, please make a	copy of this page.	Т	otal points on this page







#### **Author/Presenter**

Please list relevant authorships and presentations (as presenter, moderator, panelist, etc.) completed during the current designation term. One (1) NTP Point per article or presentation will be awarded.

Please Indicate Type of Involvement:	Author	Presenter	
Organization:			_
Article or Session:			_
Publication or Meeting:			_
Date:			Points:
Please Indicate Type of Involvement:	Author	Presenter	
Organization:			_
Article or Session:			_
Publication or Meeting:			_
Date:			Points:
Please Indicate Type of Involvement: Organization:	Author	Presenter	_
Article or Session:			_
Publication or Meeting:			_
Date:			Points:
Please Indicate Type of Involvement:	Author	Presenter	
Organization:			_
Article or Session:			_
Publication or Meeting:			-
Date:			Points:
Please Indicate Type of Involvement: Organization:	Author	Presenter	_
Article or Session:			_
Publication or Meeting:			_
Date:			Points:
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			Total points on this pag

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#### **Section 6: Education & Training**

Please list the educational activities which you have completed during the current designation term in reverse chronological order. You may list courses sponsored by state/regional land title associations, underwriters, or other professional organizations related to the land title industry (e.g., Escrow, Bar, Realtor®, Lender, or Recorder organizations). Please note that you may count a meeting under this Section 6 (Education & Training) or the meeting attendance portion of Sections 4 or 5, BUT you may not count the same meeting in both sections. ALTA Education should be listed in Section 4 of this application. Remember, Ten (10) of the thirty (30) renewal NTP Points must be earned through participation and involvement with ALTA.

Please indicate the name of the course, the date of completion, and the provider. You may request NTP Points as follows:

- Half-Day (0-4 hour) Courses: One (1) NTP Point
- Full Day (5-8 hour) Courses: Two (2) NTP Points
- For courses lasting longer than one day, you may request one (1) NTP Point per half day (0-4 hours), and two (2) NTP Points per full day (5-8 hours)

Course Provider:	
Course Name:  Date of Completion:	 Points:
Date of completion.	1 omes
Course Provider:	
Course Name:	
Date of Completion:	Points:
Course Provider:	
Course Name:	
Date of Completion:	Points:
Course Provider:	
Course Name:	
Date of Completion:	Points:
If you need more space, please make a copy of this pag	Total points on this page
	Total points on this page







#### **Section 7: NTP Points Calculation**

Please total the NTP Points earned in each section of this application. Keep in mind that you will need a minimum of 30 NTP Points to qualify for the designation. *Of those thirty (30) NTP Points, ten (10) must be earned through participation and involvement with ALTA.* 

Section	NTP Points Earned
Section 3: State/Regional Certification or Designation	
(worth a maximum of 20 NTP Points)	
Section 4: ALTA Attendance, Involvement, and Education	
(10 NTP Points must be earned in this section)	
Section 5: Attendance and Involvement with State/Regional Land	
<u>Title Associations and Other Professional Organizations</u>	
Related to the Land Title Industry	
Section 6: Education and Training	
Total NTP Points:	





### Section 8: Professional Qualifications, Disclosure, and Attestation

Please review these statements, initial where indicated, and sign below.

Applicant Initials	Compliance I am and will continue to be in compliance with all state and local licensing, regulatory, and legal requirements relating to the land title evidencing and insuring profession.
	<b>Disclosure</b> I have not been convicted of a crime of moral turpitude or a felony related to the profession of land title evidencing and insuring.
	My license, if required, has not been suspended or revoked in this or any other state.
	If my status with respect to either convictions or licensing changes, I understand I must notify the NTP Council and relinquish my NTP status.
	Fair Conduct
	I pledge to uphold the ALTA Principles of Fair Conduct:
	<ul> <li>To engage only in business practices that are lawful and consistent with a high standard of ethical behavior.</li> <li>To encourage a culture of compliance within their organizations for federal and state laws that govern the title insurance business and for these principles.</li> <li>To treat consumers in a fair and ethical manner.</li> <li>To provide consumers with timely and comprehensive information regarding their policies, services, products, and prices, so as to enable consumers to shop effectively among providers of title-related services.</li> <li>To encourage and assist consumers to be educated purchasers of title insurance and title-related services.</li> </ul>
	Attestation I understand that the submission of this application does not guarantee approval of designation. I agree to comply with all NTP program policies and supply further information, if requested. I am aware that any false statement or misrepresentation that I make may result in the revocation of this application.





	it is my responsibility to be aware of the current requirements prior to submission. I further understand that I am obligated to inform the NTP Council of any changes in my circumstances that might affect my application.
	I understand and agree that the approval of this application and the designation of NTP does not constitute a warranty or guarantee of my fitness or competency to practice land title evidencing or insuring, or my employability. I understand that ALTA is not liable for any errors or crimes committed while designated as an NTP.
	I understand that the NTP designation must be renewed every three years and I must submit a renewal application with the required fee on or before the anniversary date of the designation.
	I authorize ALTA to include my name in a list of designees and I agree to use the NTP designation and all related trade names, trademarks, and logos only as permitted by ALTA and NTP policies. I understand and agree that the NTP Council and ALTA may use anonymous and aggregate application and examination data for statistical and research purposes.
Applica	ant Signature:
• •	ant Name:
Date:	





### **Renewal Application Checklist - Review Carefully**

Did you initial each page, sign or initial where requested, and tally your NTP Points? Before se	nding
your application, be sure you have included the following:	
Signed Application Declaration & Release	
A copy of membership certificate(s) for ALTA and your state/regional land title associat	ion(s)
A copy of your current license, if applicable	
Documentation of a current state/regional certification/designation, if applicable	
The non-refundable renewal application fee of \$145	

#### **Submit your Application**

Send your completed application and any accompanying materials to ALTA:

- By Mail: ALTA NTP, 1800 M St NW, Suite 300 S, Washington, DC 20036
- By Fax: 888-FAX-ALTA or 202-223-5843
- By Email: ntp@alta.org

### **Payment Information**

The \$95 Non-refundable Renewal Application Fee must accompany this application. The fee may be paid by credit card or check made payable to ALTA.

Payment Type:	AMEX   Discover   Master Card   Visa   Check
Payment Amount:	
Credit Card Number:	
Expiration Date:	CVV:
Billing Address:	
Cardholder's Name:	
Cardholder's Signature:	