American Land Title Association
National Title Professional

Application for Designation

American Land Title Association | 601 Pennsylvania Ave, NW Suite 750, North Building | Washington, DC 20004
Questions? Call 800-787-ALTA, email ntp@alta.org, or visit www.alta.org/ntp

Applicant's Initials

Application Introduction

Welcome to ALTA's National Title Professional ("NTP") Program. If you are new to the program, please visit www.alta.org/ntp for complete details and learn how to qualify for the NTP Designation. Please fully read and complete each section.

This application may be submitted at any time during the year. Applications are reviewed by NTP Staff and the NTP Council. Once awarded, the NTP designation begins immediately and is good for three (3) years. The designation expires on December 31st 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, 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, 2019). Renewal applications must be submitted by October 31st 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. Industry (employment) experience may have been completed over the thirty (30) year period prior to the application, BUT please note that participation, attendance, industry compliance and educational activities must have been completed during the five (5) years immediately preceding the application. State and national committee and leadership positions are not subject to the five (5) year limit.

Receipt of your application will be acknowledged within two business days. **The information you provide in this application will be kept confidential.**

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:

- ☐ Signed Application Declaration & Release
- ☐ A letter confirming industry experience from an owner/manager of your current employer or a representative from the title industry with whom you work (Underwriter, Lender, Realtor, etc.)
- ☐ A copy of membership certificate(s) for ALTA and your state/regional land title association(s)
- ☐ A copy of your current license, if applicable
- ☐ Documentation of a current state/regional certification/designation, if applicable
- ☐ The non-refundable application fee of $210

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Application Declaration & Release

I, _____ hereby submit this application for the Designation of National Title Professional, offered by the American Land Title Association ("ALTA"), in accordance with and subject to the applicable standards, rules, policies and procedures of the National Title Professional Designation Program (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 information associated with this application, and that providing false, misleading, inaccurate, or incomplete information 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.

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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: _____

Applicant Name: _____
(please print)

Date: _____

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Applicant's Initials

Application Overview

This application consists of twelve sections, seven of which allow you to earn NTP Points towards the NTP designation.

Please complete the 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 100 total NTP Points to qualify for consideration.

Information & Prerequisites

- Section 1: Applicant Information
- Section 2: Industry & Compliance Prerequisites
- Section 3: Training Prerequisites

Requesting NTP Points

- Section 4: State/Regional Land Title Association Professional Certification or Designation (worth a maximum of 30 NTP Points)
- Section 5: Industry Experience (worth a maximum of 30 NTP Points)
- Section 6: Attendance Record (worth a maximum of 30 NTP Points)
- Section 7: ALTA Involvement (worth a maximum of 30 NTP Points)
- Section 8: State/Regional Land Title Association Involvement (worth a maximum of 30 NTP Points)
- Section 9: Involvement with Other Professional Organizations Related to the Land Title Industry (worth a maximum of 30 NTP Points)
- Section 10: Education and Training (worth a maximum of 30 NTP Points)

Review & Summary

- Section 11: NTP Points Calculation
- Section 12: Professional Qualifications, Disclosure, and Attestation

Applicant's Initials

Section 1: Applicant Information

Full Name: _____

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: _____

Individual ALTA ID Number (if known): _____

Applicant's Initials

Section 2: Industry & Compliance Prerequisites

Please confirm your compliance with each statement by checking where indicated.

☐ I am currently engaged in or associated with the land title industry.

☐ I have a minimum of five (5) years of experience engaged in or associated with the land title industry and have attached a letter confirming my industry experience from either an owner/manager of my current employer or a representative from the title industry with whom I work.

☐ I 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, if applicable.

☐ 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 application denied in this state or any other state without later being approved in that same state.

☐ I am 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 ntp@alta.org to learn more about a special NTP Individual Membership.)

☐ I am a member of the Title Action Network. Visit http://www.alta.org/tan/ for more information.

I meet the membership requirements in my state or region:

☐ I 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.

Applicant's Initials

Section 3: Training Prerequisites

Please indicate the date you received your certificate of completion for these required courses offered by ALTA's Land Title Institute (www.alta.org/lti) or, in lieu of the courses, the date of completion for the Equivalency Exam. Please contact ALTA at ntp@alta.org for help with completion dates. These are prerequisite requirements. ***No NTP Points will be awarded for these courses or the equivalency exam.***

☐ Title 101 (Course 1): Certificate received on _____

☐ Title 201 (Course 2): Certificate received on _____

☐ Ethics in the Title Industry: Certificate received on _____

OR

☐ Equivalency Exam: Certificate received on _____

Section 4: State/Regional Land Title Association Professional Certification or Designation

(This section is worth a maximum of 30 NTP Points).

☐ Based on my current position, I hold the highest level of title professional certification or designation offered by my state/regional land title association, and I have attached a copy of documentation confirming this.

Please note: if a program is available in your state, you must 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 designation program, only one certification/designation is required. This section is not meant to describe or earn points for a state insurance license.

Thirty (30) NTP Points may be requested by applicants who hold a professional certification/designation offered by their state/regional land title association.

Name of Association: _____

Name of Certification/Designation: _____

Date of Original Certification/Designation: _____

Date of Last Renewal (if applicable): _____

☐ Not applicable. My state/regional land title association does not currently offer a title professional certification or designation program.

Points: _____

Total points on this page

Applicant's Initials

Section 5: Industry Experience

(This section is worth a maximum of 30 NTP Points).

Please list your industry experience in the spaces provided below. If you need more space, you may copy this page. Begin with your current position and work backwards chronologically. ***One (1) NTP Point per year of experience may be requested, up to the maximum of thirty (30) NTP Points for this section.*** *This section is* ***not*** *subject to the 5 year rule.*

Employer: _____
City, ST: _____
Position: _____
Start Date: _____ End Date: _____ Points: _____

Employer: _____
City, ST: _____
Position: _____
Start Date: _____ End Date: _____ Points: _____

Employer: _____
City, ST: _____
Position: _____
Start Date: _____ End Date: _____ Points: _____

Employer: _____
City, ST: _____
Position: _____
Start Date: _____ End Date: _____ Points: _____

Employer: _____
City, ST: _____
Position: _____
Start Date: _____ End Date: _____ Points: _____

If you need more space, please make a copy of this page.

Total points on this page

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Section 6: Attendance Record

(This section is worth a maximum of 30 NTP Points).

Please list the professional meetings which you have attended during the five (5) years immediately preceding this application in reverse chronological order. You may list meetings sponsored by ALTA, state/regional land title associations, or other professional organizations related to the land title industry. ***Please note that you may count a meeting under this Section (Attendance Record) or Section 10 (Education & Training) BUT you may not count the same meeting in both sections. NTP points may be requested as follows:***

Attendance at ALTA Meetings:

- 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)

Attendance at state/regional land title association meetings or other professional organizations related to the land title industry (e.g., Escrow, Bar, Realtor®, Lender, Recorder organizations):

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

Organization: _____
Meeting: _____
Start Date: _____ End Date: _____ Points: _____

Organization: _____
Meeting: _____
Start Date: _____ End Date: _____ Points: _____

Organization: _____
Meeting: _____
Start Date: _____ End Date: _____ Points: _____

Total points on this page

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Applicant's Initials

Organization: _____
Meeting: _____
Start Date: _____ End Date: _____ Points: _____

Organization: _____
Meeting: _____
Start Date: _____ End Date: _____ Points: _____

Organization: _____
Meeting: _____
Start Date: _____ End Date: _____ Points: _____

Organization: _____
Meeting: _____
Start Date: _____ End Date: _____ Points: _____

Organization: _____
Meeting: _____
Start Date: _____ End Date: _____ Points: _____

Organization: _____
Meeting: _____
Start Date: _____ End Date: _____ Points: _____

Organization: _____
Meeting: _____
Start Date: _____ End Date: _____ Points: _____

Organization: _____
Meeting: _____
Start Date: _____ End Date: _____ Points: _____

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Section 7: ALTA Involvement

(This section is worth a maximum of 30 NTP Points).

Volunteer/Leader

Please list ALTA leadership or committee service roles held in reverse chronological order. ***One (1) NTP Point per year of service may be requested.*** *The volunteer/leadership section is* ***not*** *subject to the 5 year rule.*

Board, Committee, or Task Force: _____
Position: _____
Start Date: _____ End Date: _____ Points: _____

Board, Committee, or Task Force: _____
Position: _____
Start Date: _____ End Date: _____ Points: _____

Board, Committee, or Task Force: _____
Position: _____
Start Date: _____ End Date: _____ Points: _____

Board, Committee, or Task Force: _____
Position: _____
Start Date: _____ End Date: _____ Points: _____

Board, Committee, or Task Force: _____
Position: _____
Start Date: _____ End Date: _____ Points: _____

If you need more space, please make a copy of this page.

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Applicant's Initials

Presenter

Please list ALTA presentations (as presenter, moderator, panelist, etc.) given during the five (5) years immediately preceding this application in reverse chronological order. ***One (1) NTP Point per class, regardless of length, may be requested.***

Session Name: _____
ALTA Meeting: _____
Date: _____ Points: _____

Session Name: _____
ALTA Meeting: _____
Date: _____ Points: _____

Session Name: _____
ALTA Meeting: _____
Date: _____ Points: _____

Author

Please list ALTA authorships during the five (5) years immediately preceding this application in reverse chronological order. ***One (1) NTP Point per article or publication, regardless of length, may be requested.***

Article Name: _____
ALTA Publication: _____
Date: _____ Points: _____

Article Name: _____
ALTA Publication: _____
Date: _____ Points: _____

Article Name: _____
ALTA Publication: _____
Date: _____ Points: _____

If you need more space, please make a copy of this page.

Total points on this page

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Section 8: State and Regional Land Title Association Involvement

(This section is worth a maximum of 30 NTP Points).

Volunteer/Leader

Please list state/regional leadership roles held in reverse chronological order. ***One (1) NTP Point per year of service may be requested.*** *The volunteer/leadership section is* ***not*** *subject to the 5 year rule.*

Organization: _____
Board, Committee, or Task Force: _____
Position: _____
Start Date: _____ End Date: _____ Points: _____

Organization: _____
Board, Committee, or Task Force: _____
Position: _____
Start Date: _____ End Date: _____ Points: _____

Organization: _____
Board, Committee, or Task Force: _____
Position: _____
Start Date: _____ End Date: _____ Points: _____

Organization: _____
Board, Committee, or Task Force: _____
Position: _____
Start Date: _____ End Date: _____ Points: _____

If you need more space, please make a copy of this page.

Total points on this page

Applicant's Initials

Presenter

Please list state/regional presentations given (as presenter, moderator, panelist, etc.) during the five (5) years immediately preceding this application in reverse chronological order. ***One (1) NTP Point per class, regardless of length, may be requested.***

Organization: _____
Session Name: _____
Meeting: _____
Date: _____ Points: _____

Organization: _____
Session Name: _____
Meeting: _____
Date: _____ Points: _____

Organization: _____
Session Name: _____
Meeting: _____
Date: _____ Points: _____

Author

Please list state/regional authorships during the five (5) years immediately preceding this application in reverse chronological order. ***One (1) NTP Point per article or publication, regardless of length, may be requested.***

Organization: _____
Article Name: _____
Publication: _____
Date: _____ Points: _____

Organization: _____
Article Name: _____
Publication: _____
Date: _____ Points: _____

If you need more space, please make a copy of this page.

Total points on this page

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Section 9: Involvement with Other Professional Organizations Related to the Land Title Industry

(This section is worth a maximum of 30 NTP Points).

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

Volunteer/Leader

Please list other professional organization leadership roles held during the five (5) years immediately preceding this application in reverse chronological order. ***One (1) NTP Point per year of service may be requested.***

Organization: _____
Board, Committee, or Task Force: _____
Position: _____
Start Date: _____ End Date: _____ Points: _____

Organization: _____
Board, Committee, or Task Force: _____
Position: _____
Start Date: _____ End Date: _____ Points: _____

Organization: _____
Board, Committee, or Task Force: _____
Position: _____
Start Date: _____ End Date: _____ Points: _____

Organization: _____
Board, Committee, or Task Force: _____
Position: _____
Start Date: _____ End Date: _____ Points: _____

If you need more space, please make a copy of this page.

Total points on this page

Applicant's Initials

Presenter

Please list other professional organization presentations given (as presenter, moderator, panelist, etc.) during the five (5) years immediately preceding this application in reverse chronological order. ***One (1) NTP Point per class, regardless of length, may be requested.***

Organization: _____
Session Name: _____
Meeting: _____
Date: _____ Points: _____

Organization: _____
Session Name: _____
Meeting: _____
Date: _____ Points: _____

Organization: _____
Session Name: _____
Meeting: _____
Date: _____ Points: _____

Author

Please list other professional organization authorships during the five (5) years immediately preceding this application in reverse chronological order. ***One (1) NTP Point per article or publication, regardless of length, may be requested.***

Organization: _____
Article Name: _____
Publication: _____
Date: _____ Points: _____

Organization: _____
Article Name: _____
Publication: _____
Date: _____ Points: _____

If you need more space, please make a copy of this page.

Total points on this page

Applicant's Initials

Section 10: Education & Training

(This section is worth a maximum of 30 NTP Points).

Please list the educational programs attended during the five (5) years immediately preceding this application in reverse chronological order. Eligible courses may be sponsored by ALTA, 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 (Education & Training) or Section 6 (Attendance Record), BUT not in both sections. You may not count courses listed in Section 4 (Required Training) in this section.***

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

- ALTA Leadership Development Program: Eight (8) NTP Points
- ALTA WINGS Mentorship Program: Five (5) NTP Points
- 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)
- For online courses, please contact NTP staff (ntp@alta.org) to determine the number of NTP Points allowed.

Course Provider: _____
Course Name: _____
Date of Completion: _____ Points: _____

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 page.

Total points on this page

Applicant's Initials

Section 11: NTP Points Calculation

Please total the NTP Points requested in each section of this application. Keep in mind that you will need a minimum of 100 NTP Points to qualify for the designation.

Full Name: _____

Section	NTP Points Requested
Section 4: State/Regional Land Title Association Professional Certification or Designation (worth a maximum of 30 NTP Points)	
Section 5: Industry Experience (worth a maximum of 30 NTP Points)	
Section 6: Attendance Record (worth a maximum of 30 NTP Points)	
Section 7: ALTA Involvement (worth a maximum of 30 NTP Points)	
Section 8: State/Regional Land Title Association Involvement (worth a maximum of 30 NTP Points)	
Section 9: Involvement with Other Professional Organizations (worth a maximum of 30 NTP Points)	
Section 10: Education and Training (worth a maximum of 30 NTP Points)	
Total Points:	

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Section 12: 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.

Disclosure

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.

Our Values

I pledge to uphold the ALTA Our Values:

- ***We Lead:*** We are the authority in real estate transactions. We innovate for the benefit of our customers.
- ***We Deliver:*** Our customers trust us to do the right thing, the right way— before, during and after the transaction. We sweat the small stuff to ensure that land transfer is accurate, swift and secure.
- ***We Protect:*** We protect the property rights of those we serve. We reduce risk so our customers have peace of mind.

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.

I understand that this application and designation program may be updated at any time and that 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.

Applicant's Initials

☐ 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.

Applicant Signature: _____

Applicant Name: _____
(please print)

Date: _____

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Application Checklist - Review Carefully

Did you initial each page, sign or initial where requested, and tally the NTP Points you have requested? Before sending your application, be sure you have included the following:

- ☐ Signed Application Declaration & Release
- ☐ A letter confirming industry experience from an owner/manager of your current employer or a representative from the title industry with whom you work (Underwriter, Lender, Realtor, etc.)
- ☐ A copy of membership certificate(s) for ALTA and your state/regional land title association
- ☐ A copy of your current license, if applicable
- ☐ Documentation of a current state/regional certification/designation, if applicable
- ☐ The non-refundable application fee of $210

Submit your Application

Send your completed application and any accompanying materials to ALTA:

- By Mail: ALTA - NTP, 601 Pennsylvania Ave, NW Suite 750, North Building Washington, DC 20004
- By Fax: 888-FAX-ALTA or 202-223-5843
- By Email: ntp@alta.org

Payment Information

The $210 Non-refundable 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: _____

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