

American Land Title Association

National Title Professional Program

Qualifications Overview



Qualifications Overview

The application consists of twelve sections, seven of which allow candidates to earn NTP Points towards the NTP designation. Candidates will need a minimum of 100 NTP Points to qualify for consideration. The qualifications have been categorized as follows and details appear on the next several pages:

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

Declaration & Release

- Applicants must read and sign the declaration and release statement.

Section 1: Applicant Information

- Applicants shall provide complete contact information.

Section 2: Industry & Compliance Prerequisites

- Applicants shall have a minimum of five (5) years of experience engaged in or associated with the land title industry, and will attach a letter confirming this from either an owner/manager of the applicant's current employer or another representative from the land title industry.
- In each state where applicants physically conduct business, applicants will obtain and maintain a state title insurance agent/producer or abstractor license, if available, and provide confirming documentation.

- Applicants shall be (and continue to be) members in good standing of the American Land Title Association. ○ If the applicant's company is not a member of the American Land Title Association, the applicant shall submit the non-member application, which includes a \$250 individual membership fee that must be renewed each year in order to maintain an active NTP designation.
- Applicants shall be members of the Title Action Network.
- Applicants shall be (and continue to be) members in good standing of their state or regional land title association if one exists and submit a letter, membership certificate, or documentation confirming membership. ○ Note: Applicants may write to the NTP Council in order to waive this requirement in certain cases. **Section 3: Training Prerequisites**
- Applicants shall have successfully completed three of the online courses offered by ALTA's Land Title Institute: ○ Title 101 ○ Title 201
 - Ethics in the Title Industry
- In lieu of completing the online courses, an equivalency exam may be successfully completed.

Section 4: State/Regional Land Title Association Professional Certification or Designation (worth a maximum of 30 NTP Points)

- Applicants shall be (and continue to be) certified as a title professional by the state/regional land title association if a designation or certification program is available and provide a letter, certificate, or documentation confirming designation or certification.
- Applicants must hold the highest level certification or designation available.
 - Applicants may earn thirty (30) NTP Points for earning this certificate/designation.
- *Please note: This section is not meant to describe or earn points for a state insurance license.*

Section 5: Industry Experience (worth a maximum of 30 NTP Points)

- Applicants shall have a minimum of five (5) years of experience engaged in or associated with the land title industry. One (1) NTP Point per year of experience will be awarded, up to thirty (30) NTP Points.
- Applicants shall provide a complete record of their industry experience. **Section 6:**

Attendance Record (worth a maximum of 30 NTP Points)

- Applicants shall provide a record of ALTA meeting attendance in the five (5) years immediately preceding the application: Meetings may include ALTA Annual Convention (4 NTP Points), ALTA Business Strategies Conference (3 NTP Points), ALTA Federal Conference (3 NTP Points), ALTA Title Agents Executives Conference (2 NTP Points), ALTA Agents & Abstracters Forum (2 NTP Points), or in-person ALTA Committee Meetings (1 NTP Point).
- Applicants shall provide a record of state/regional land title association meeting attendance in the five (5) years immediately preceding the application. One (1) NTP Point per day (or portion thereof) of attendance will be awarded.
- Applicants shall provide a record of other professional meetings or conventions in the five (5) years immediately preceding the application. One (1) NTP Point per day (or portion thereof) of attendance will be awarded.

Other professional organizations may include, but are not limited to: Escrow, Bar, Realtor®, Lender, Recorder organizations.

Section 7: ALTA Involvement (worth a maximum of 30 NTP Points)

- Applicants shall provide a record of their ALTA leadership or committee service roles in reverse chronological order. One (1) NTP Point per year will be awarded. The volunteer/leadership section is **not** subject to the 5 year rule.
- Applicants shall provide a record of their ALTA presentations in the five (5) years immediately preceding the application in reverse chronological order. One (1) NTP Point per presentation, regardless of length, will be awarded.
- Applicants shall provide a record of their ALTA authorships in the five (5) years immediately preceding the application in reverse chronological order. One (1) NTP Point per article or publication, regardless of length, will be awarded.

Section 8: State and Regional Involvement (worth a maximum of 30 NTP Points)

- Applicants shall provide a record of their state/regional land title association leadership or committee service roles in reverse chronological order. One (1) NTP Point per year will be awarded. The volunteer/leadership section is **not** subject to the 5 year rule.
- Applicants shall provide a record of their state/regional land title association presentations in the five (5) years immediately preceding the application in reverse chronological order. One (1) NTP Point per presentation, regardless of length, will be awarded.
- Applicants shall provide a record of their state/regional land title association authorships in the five (5) years immediately preceding the application in reverse chronological order. One (1) NTP Point per article or publication, regardless of length, will be awarded.

Section 9: Involvement with Other Professional Organizations Related to the Land Title Industry (worth a maximum of 30 NTP Points)

- Other professional organizations may include, but are not limited to: Escrow, Bar, Realtor®, Lender, Recorder organizations.
- Applicants shall provide a record of other professional organization leadership or committee service roles in the five (5) years immediately preceding the application in reverse chronological order. One (1) NTP Point per year will be awarded.

- Applicants shall provide a record of other professional organization presentations in the five (5) years immediately preceding the application in reverse chronological order. One (1) NTP Point per presentation, regardless of length, will be awarded.
- Applicants shall provide a record of other professional organization authorships in the five (5) years immediately preceding the application in reverse chronological order. One (1) NTP Point per article or publication, regardless of length, will be awarded.

Section 10: Education and Training (worth a maximum of 30 NTP Points)

- Applicants shall provide a record of ALTA, state/regional land title association, underwriter, or alternative coursework in the five (5) years immediately preceding the application. NTP Points will be awarded 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)

Section 11: NTP Points Calculation

- Applicants must tally their Points from the preceding sections. Applicants need a minimum of 100 NTP Points to qualify for consideration.

Section 12: Professional Qualifications, Disclosure, and Attestation

- Applicants shall attest that they are (and will remain) in compliance with all state and local licensing, regulatory, and legal requirements.
- Applicants shall attest that they have not been convicted of a felony related to the profession of land title evidencing and insuring.
- Applicants shall attest that a license has not been suspended or revoked in any state.
- Applicants shall pledge to uphold the ALTA Principles of Fair Conduct.