# American Land Title Association
# National Title Professional

# Renewal Application

## Renewal Application Introduction

Your 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 31st, 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 31st, 2019). ***The renewal application must be submitted to ALTA 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. 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:

- ☐ Signed Application Declaration & Release
- ☐ 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 renewal application fee of $155

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



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Questions? Call 800-787-ALTA, email ntp@alta.org, or visit www.alta.org/ntp

Applicant's Initials

## Renewal Application Declaration & Release

I, _____ 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 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: _____





Applicant's Initials

# 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
    - Points are awarded for a **new or first-time** state/regional certification or designation only (20 NTP Points)
    - State/regional certification or designation must be maintained or renewed. While activities to maintain or renew your state credential are eligible for NTP Points (See Section 4, 5, and 6), the actual renewal is not eligible for 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



Applicant's Initials

## 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

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

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

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

☐ I continue to 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: State/Regional Certification or Designation

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

*Please note: If a designation or certification program is available in your state, you must hold the highest level of certification/designation available to apply for the NTP or renew your designation. 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.*

☐ I meet the certification/designation requirement in my state or region:

### ☐ Renewed or Continuing Designation

Based on my current position, I continue to hold the highest level of title professional certification or designation offered by my state/regional land title association, and I have attached a letter, certificate, or documentation confirming my designation or certification. ***NOTE: Continuing certification/designation is required, but no points are awarded for continuing designation or renewal of a previously earned designation.***

Name of Association: _____

Name of Certification/Designation: _____

Date of Original Certification/Designation: _____

Date of Most Recent Renewal: _____ Points: ___0___

### ☐ Earned New Designation

I have earned my initial state/regional land title association certification/designation during this renewal period, and I have attached a letter, certificate, or documentation confirming this designation or certification. ***NOTE: 20 NTP points are awarded for your initial state/regional certification/designation if awarded during the renewal period.***

Name of Association: _____

Name of Certification/Designation: _____

Date of Original Certification/Designation (20 points if new): Points: _____

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

Total points on this page





Applicant's Initials

## 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 renewal term. ***NTP Points will be awarded as follows:***

- ALTA ONE (4 NTP Points)
- ALTA EDge (or ALTA SPRINGBOARD) (3 NTP Points)
- ALTA Advocacy Summit (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: _____

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

Total points on this page



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Applicant's Initials

**ALTA Volunteer/Leadership Positions**

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

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: _____

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.*

Total points on this page





Applicant's Initials

**ALTA Author/Presenter**

Please list ALTA authorships and presentations (as presenter, moderator, panelist, etc.) completed during the current renewal 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:** ☐ **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: _____

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Total points on this page



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**ALTA Education**

Please list ALTA Education and Professional Development Programs completed during the current renewal term. 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)

***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 of this page.*

Total points on this page



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## 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 renewal 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:** ☐ **Meeting** ☐ **Volunteer/Leadership Position**
Organization: _____
Name of Meeting or Committee: _____
Start Date: _____ End Date: _____ Points: _____

**Please Indicate Type of Involvement:** ☐ **Meeting** ☐ **Volunteer/Leadership Position**
Organization: _____
Name of Meeting or Committee: _____
Start Date: _____ End Date: _____ Points: _____

**Please Indicate Type of Involvement:** ☐ **Meeting** ☐ **Volunteer/Leadership Position**
Organization: _____
Name of Meeting or Committee: _____
Start Date: _____ End Date: _____ Points: _____

**Please Indicate Type of Involvement:** ☐ **Meeting** ☐ **Volunteer/Leadership Position**
Organization: _____
Name of Meeting or Committee: _____
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

**Author/Presenter**

Please list relevant authorships and presentations (as presenter, moderator, panelist, etc.) completed during the current renewal 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:** ☐ **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:** ☐ **Author** ☐ **Presenter**
Organization: _____
Article or Session: _____
Publication or Meeting: _____
Date: _____ Points: _____

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

Total points on this page



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Applicant's Initials

## Section 6: Education & Training

Please list the educational activities which you have completed during the current renewal 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: _____

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



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Applicant's Initials

## 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 renew your 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 Title Associations and Other Professional Organizations Related to the Land Title Industry | |
| Section 6: Education and Training | |
| **Total NTP Points:** | |



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Applicant's Initials

## 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.

**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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☐
Applicant's Initials

## Renewal Application Checklist - Review Carefully

Did you initial each page, sign or initial where requested, and tally your NTP Points? Before sending 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 association(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 $155

## 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 $155 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: _____



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