

# **ALTA Education Committee Report**

Chair: Nancy K. Landmark NTP, Commercial Partners Title, LLC

Vice Chair: Cheryl Cowherd NTP, Agents National Title Insurance Company

Staff Liaison: Deirdre Green

**Recent Meetings:** October 10, 2017 (Doral, FL)

**Future Meetings:** March 19, 2018 (Atlanta, GA)

## **Recent/Current Projects:**

The committee's current projects are being handled by the individual subcommittees:

- New Course Development Subcommittee (Nancy Landmark NTP):
  - Understanding Commercial Transactions: The subcommittee completed the draft of the commercial transactions course. It was turned over to staff for the next stage of development.
  - Escrow and Closing: The subcommittee settled on language to use throughout the course, and each member of the subcommittee was assigned a chapter to make final edits. The settlement statement chapter has new volunteers to work on the rewrite.
  - Nuts and Bolts: The subcommittee is proceeding with the idea for a series of onboarding videos. The video series will consist of an introduction of industry language and concepts.
- Marketing and Communication Subcommittee:
  - Course Promotion: The subcommittee recommends that ALTA send a quarterly email promoting the ALTA online courses.
  - Human Resources Sample Library: The subcommittee recommends making this more visible on the ALTA website (right now, it is located in Business Tools > Business Basics > Human Resources Sample Library).
- Workforce Development Subcommittee (Judy Blackwell and Glenn Bradley):
  - Hiring Guide: The subcommittee is working on breaking the guide down into different modules: Recruiting, Interviewing, Hiring.
  - Onboarding and Offboarding Checklists: The subcommittee is finalizing edits to the checklists, which will be ready for publication soon.
  - Internship Program: As its next project, the subcommittee might look into developing guidelines for a company to use to offer an internship program.

## **Future Activities/Projects:**

Herschel Beard reported that the Best Practices Task Force would be asking for the Education Committee's help to develop Best Practices related training. The audience for the training might be employees of Elite Providers and employees of agent and underwriter member companies.