



ILTA's Idaho Title Professional Designation Renewal Application
Updated 8/1/2017



**Idaho Land Title Association
Idaho Title Professional**

Renewal Application for Designation



PROFESSIONAL DESIGNATION



IDAHO
TITLE
PROFESSIONAL



Renewal Application Introduction

Your designation expires on December 31st of the third year following the year of designation. (Example: If the ITP designation is awarded any time in 2017, the designation will expire on December 31st, 2020, if not renewed). Subsequent renewals cycles will be exactly three years in length (a renewal awarded for the December 31, 2020, expiration date will result in a new expiration date of December 31st, 2023). ***The renewal application must be submitted to ILTA 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 ITP 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
- A copy of your current license, if applicable
- The non-refundable renewal application fee of \$95

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

Renewal Application Declaration & Release

I, _____ hereby submit this renewal application for the Designation of Idaho Title Professional, offered by the Idaho Land Title Association (“ILTA”), in accordance with and subject to the applicable standards, rules, policies and procedures of the Idaho Title Professional Designation Program (the “Program”). I understand that ILTA will use reasonable efforts to keep the information in its possession confidential. I understand that ILTA 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 ILTA 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 ILTA 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 ILTA in connection with my participation in the Program and in accordance with ILTA’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: ILTA 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 ILTA 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 ILTA to respond to these inquiries and provide copies of any relevant and non-confidential information to ILTA. I further authorize ILTA to provide a copy of this Declaration and Release to those entities contacted in connection with this application, should it be requested.



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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 ILTA.

I understand and agree that, should I receive designation under the Program, that I have met the Program's requirements for designation, but that ILTA 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 ILTA, 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 ILTA 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 ILTA's standards during my designation period, I must immediately notify ILTA. Upon ILTA's receipt of such notice, I will be given a limited amount of time (to be specified by ILTA) to correct the source of my noncompliance and remain in good standing. I understand that failure to notify ILTA 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: _____

Renewal Application Overview

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

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

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

Information & Prerequisites

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

Requesting ITP Points

- Section 3: ILTA Attendance, Involvement and Education (ITP Points available)
- Section 4: Attendance and Involvement with ALTA and Other Professional Organizations Related to the Land Title Industry (ITP Points available)
- Section 5: Education and Training (ITP Points available)

Review & Summary

- Section 6: ITP Points Calculation
- Section 7: 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

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.
- 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 ILTA or employed by a member company. (Note: If you are not a member or employed by an ILTA Member, please contact ILTA staff at info@idaholandtitle.com to learn more about a special ILTA 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 for the Idaho Land Title Association:
 - I am a member of the Idaho Land Title Association or employed by a member company, and I have attached a letter, membership certificate, or documentation confirming membership.

Please indicate which company you represent and/or are employed by:

Section 3: ILTA Attendance, Involvement & Education

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

ILTA Meeting Attendance

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

- Annual Pacific Northwest Convention (3 ITP Points)
- ILTA Spring Education Seminar (2 ITP Points)
- In-Person ILTA Committee Meetings (1 ITP Point) such as, but not limited to: Liaison, Education, and Legislative (Limited to a maximum of 3 ITP points)

Please note that you may count an ILTA meeting under ILTA Meeting Attendance (this page) or under ILTA Education (page 11), 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: _____

Total points this page



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ILTA Volunteer/Leadership Positions

Please list ILTA Volunteer/Leadership Positions completed during the current designation term.

One (1) ITP 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: _____

Total points this page

Applicant's Initials

ILTA Education

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

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

Please note that you may count an ILTA meeting under ILTA Meeting Attendance (page 9) or under ILTA 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 this page



Section 4: Attendance and Involvement with ALTA and Other Professional Organizations Related to the Land Title Industry

ALTA and 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. ITP Points will be awarded as follows:

Meeting Attendance:

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

Attendance at ALTA and Other Professional Organizational Meetings:

- One (1) ITP Point per day (or portion thereof)
- ALTA Annual Convention (4 ITP Points)
- ALTA Business Strategies Conference (3 ITP Points)
- ALTA Federal Conference (3 ITP Points)
- ALTA Title Agents Executives Conference (2 ITP Points)
- ALTA Agents & Abstracters Forum (2 ITP Points)
- In-Person ALTA Committee Meetings (1 ITP Point)

Volunteer/Leadership Involvement:

- One (1) ITP 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: _____

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

Total points this page

Applicant's Initials

Author/Presenter

Please list relevant authorships and presentations (as presenter, moderator, panelist, etc.) completed during the current designation term. One (1) ITP 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: _____

Total points this page

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

Applicant's Initials

Section 5: 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 the ILTA, 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 5 (Education & Training) or the meeting attendance portion of Sections 3 or 4, BUT you may not count the same meeting in both sections. ILTA Education should be listed in Section 3 of this application. Remember, Ten (10) of the thirty (30) renewal ITP Points must be earned through participation and involvement with ILTA.**

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

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

Section 6: ITP Points Calculation

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

Section	ITP Points Earned
Section 3: ILTA Attendance, Involvement, and Education (10 ITP Points must be earned in this section)	
Section 4: Attendance and Involvement with ALTA and Other Professional Organizations Related to the Land Title Industry	
Section 5: Education and Training	
Total ITP Points:	

Section 7: 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 ILTA and relinquish my ITP status.

Fair Conduct

I pledge to uphold the ILTA Principles of Fair Conduct:

- To engage only in business practices that are lawful and consistent with a high standard of ethical behavior.
- To encourage a culture of compliance within their organizations for federal and state laws that govern the title insurance business and for these principles.
- To treat consumers in a fair and ethical manner.
- 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.
- To encourage and assist consumers to be educated purchasers of title insurance and title-related services.

Attestation

I understand that the submission of this application does not guarantee approval of designation. I agree to comply with all ITP 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 ILTA 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 ITP 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 ILTA is not liable for any errors or crimes committed while designated as an ITP.

I understand that the ITP 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 ILTA to include my name in a list of designees and I agree to use the ITP designation and all related trade names, trademarks, and logos only as permitted by ILTA and ITP policies.

Applicant Signature: _____

Applicant Name: _____
(Please print)

Date: _____

Renewal Application Checklist - Review Carefully

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

- Signed Application Declaration & Release
- A copy of membership certificate(s) for ALTA
- A copy of your current license, if applicable
- The non-refundable renewal application fee of \$95

Submit your Application

Send your completed application and any accompanying materials to ILTA:

- By Mail: 372 S Eagle Road, Suite 387, Eagle, ID 83616
- By Email: info@idaholandtitle.com

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 ILTA.

Circle Payment Type: AMEX | Master Card | Visa | Check

Credit Card Number: _____

Expiration Date: _____ CVV: _____

Billing Address: _____

Cardholder's Name: _____

Cardholder's Signature: _____