



Idaho Land Title Association Idaho Title Professional

Application for Designation



PROFESSIONAL DESIGNATION



IDAHO
TITLE
PROFESSIONAL





Application Introduction

Welcome to the Idaho Land Title Association's Idaho Title Professional ("ITP") Program. Please fully read and complete each section.

This application may be submitted at any time during the year. Applications are reviewed by the ILTA Board. Once awarded, the ITP 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 ITP designation is awarded any time in 2017, the designation will expire on December 31, 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 31, 2023). 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 twenty-five (25) year period prior to the application, BUT please note that participation, attendance, industry compliance and educational activities must have been completed during the ten (10) years immediately preceding the application. State and national committee and leadership positions are not subject to the ten (10) 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 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 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 ALTA membership certificate(s) and/or ALTA membership #
- ☐ The non-refundable application fee of \$95



Application Declaration & Release

I, _____ hereby submit this 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.

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.





ILTA's Idaho Title Professional Designation Application

Version Updated 01/11/2021



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: _____



Application Overview

This application consists of eleven sections, six of which allow you to earn ITP Points towards the Idaho Title Professional (ITP) designation.

Please complete the 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 the Idaho Land Title Association (ILTA) board info@idaholandtitle.com. You will need a minimum of 60 total ITP Points to qualify for consideration.

Information & Prerequisites

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

Requesting ITP Points

- Section 4: Industry Experience (worth a maximum of 25 ITP Points)
- Section 5: Attendance Record (worth a maximum of 15 ITP Points)
- Section 6: ALTA Involvement (worth a maximum of 10 ITP Points)
- Section 7: Idaho Land Title Association Involvement (worth a maximum of 20 ITP Points)
- Section 8: Involvement with Employment Related Training or Other Professional Organizations Related to the Land Title Industry (worth a maximum of 20 ITP Points)
- Section 9: Education and Training (worth a maximum of 20 ITP Points)

Review & Summary

- Section 10: ITP Points Calculation
- Section 11: Professional Qualifications, Disclosure, and Attestation



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): _____





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.
- ☐ 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 ILTA or employed by a member company. (Note: If you are not a member or employed by an ILTA Member, please contact the ILTA at info@idaholandtitle.com to learn more about a special ILTA Individual Membership.)
- ☐ I am a member of the Title Action Network. Visit <http://www.ALTA.org/tan/> for more information.



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/Iti) or, in lieu of the courses, the date of completion for the Equivalency Exam. Please contact ALTA at NTP@ILTA.org for help with completion dates. These are prerequisite requirements.

- ☐ 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 _____

****In the event the Title 101, Title 201, Ethics in the Title Industry courses and/or Equivalency Exam need to be taken, please contact the ILTA for ALTA preferred member pricing.***



Section 4: Industry Experience

(This section is worth a maximum of 25 ITP 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) ITP Point per year of experience may be requested, up to the maximum of twenty-five (25) ITP Points for this section. This section is *not* subject to the ten (10) 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



Section 5: Attendance Record

(This section is worth a minimum of 10 ITP Points and a maximum of 15 ITP 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 ILTA, 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 9 (Education & Training) BUT you may not count the same meeting in both sections. ITP points may be requested as follows:

Attendance at ALTA and/or ILTA Meetings:

- 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)
- ALTA Committee Meetings (1 ITP Point)
- ILTA Spring Education Seminar (1 ITP Point per day of attendance)
- Pacific Northwest Land Title Conference (4 ITP Points)
- ILTA Liaison Meetings (1 ITP Point/meeting – MAX 10 Points)

Attendance at other 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) ITP Point per day (or portion thereof)

Organization: _____

Meeting: _____

Start Date: _____ End Date: _____ Points: _____

Organization: _____

Meeting: _____

Start Date: _____ End Date: _____ Points: _____

Total points on this page



ILTA's Idaho Title Professional Designation Application
Version Updated 01/11/2021



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: _____

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

Total points on this page



Section 6: ALTA Involvement

(This section is worth a maximum of 10 ITP Points).

Volunteer/Leader

Please list ALTA leadership or committee service roles held in reverse chronological order. **One (1) ITP Point per year of service may be requested.** The volunteer/leadership section is **not** subject to the 10 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.

Total points on this page



ILTA's Idaho Title Professional Designation Application

Version Updated 01/11/2021



Presenter

Please list ALTA presentations (as presenter, moderator, panelist, etc.) given during the ten (10) years immediately preceding this application in reverse chronological order. **One (1) ITP 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 ten (10) years immediately preceding this application in reverse chronological order. **One (1) ITP 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



Section 7: Idaho Land Title Association Involvement

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

Volunteer/Leader

Please list Idaho Land Title Association leadership roles held in reverse chronological order. **One (1) ITP Point per year of service may be requested.** The volunteer/leadership section is **not** subject to the ten (10) 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.

Total points on this page



ILTA's Idaho Title Professional Designation Application

Version Updated 01/11/2021



Presenter

Please list ILTA presentations given (as presenter, moderator, panelist, etc.) during the ten (10) years immediately preceding this application in reverse chronological order. **One (1) ITP 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 ILTA authorships during the ten (10) years immediately preceding this application in reverse chronological order. **One (1) ITP 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



Section 8: Involvement with Employment Related Training or Other Professional Organizations Related to the Land Title Industry

(This section is worth a maximum of 20 ITP 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 ten (10) years immediately preceding this application in reverse chronological order. **One (1) ITP 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



ILTA's Idaho Title Professional Designation Application

Version Updated 01/11/2021



Presenter

Please list other employment related training or presentations or professional organization presentations given (as presenter, moderator, panelist, etc.) during the ten (10) years immediately preceding this application in reverse chronological order. **One (1) ITP Point per class may be requested. Minimum class duration for credit is thirty (30) minutes.**

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

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

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

Author

Please list other employment related or professional organization authorships during the ten (10) years immediately preceding this application in reverse chronological order. **One (1) ITP 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



ILTA's Idaho Title Professional Designation Application

Version Updated 01/11/2021



Section 9: Education & Training

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

Please list the educational programs attended during the ten (10) years immediately preceding this application in reverse chronological order. Eligible courses may be sponsored by ALTA, 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 (Education & Training) or Section 5 (Attendance Record), BUT not in both sections.**

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)
- For online courses, please contact the ILTA board (info@idaholandtitle.com) to determine the number of ITP 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



Section 10: ITP Points Calculation

Please total the ITP Points requested in each section of this application. Keep in mind that you will need a minimum of 60 ITP Points to qualify for the designation.

Full Name: _____

Section	ITP Points Requested
Section 4: Industry Experience (worth a maximum of 25 ITP Points)	
Section 5: Attendance Record (worth a minimum of 10 ITP Points and a maximum of 15 ITP Points)	
Section 6: ALTA Involvement (worth a maximum of 10 ITP Points)	
Section 7: Idaho Land Title Association Involvement (worth a maximum of 20 ITP Points)	
Section 8: Involvement with Employment Related Training or Other Professional Organizations (worth a maximum of 20 ITP Points)	
Section 9: Education and Training (worth a maximum of 20 ITP Points)	
Total Points:	

Section 11: 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 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 Board and relinquish my ITP status.

Fair Conduct

I pledge to uphold the ALTA and 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.



ILTA's Idaho Title Professional Designation Application

Version Updated 01/11/2021

☐

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 Board 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 (3) 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. I understand and agree that the ILTA Board and ILTA may use anonymous and aggregate application and examination data for statistical and research purposes.

Applicant Signature: _____

Applicant Name: _____
(Please print)

Date: _____

☐



ILTA's Idaho Title Professional Designation Application

Version Updated 01/11/2021



Application Checklist - Review Carefully

Did you initial each page, sign or initial where requested, and tally the ITP 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 ALTA membership certificate(s) and/or ALTA membership #
- ☐ The non-refundable application fee of \$95

Submit your Application

Send your completed application and any accompanying materials to ILTA:

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

Payment Information

The \$95 Non-refundable Application Fee must accompany this application. The fee may be paid by credit card or check made payable to Idaho Land Title Association.

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

Payment Amount: _____

Credit Card Number: _____

Expiration Date: _____ CVV: _____

Billing Address: _____

Cardholder's Name: _____

Cardholder's Signature: _____

