



*Sponsored By  
New Jersey Land Title Association*

## **CERTIFIED TITLE PROFESSIONAL PROGRAM**

The New Jersey Land Title Association has developed a Professional Designation Program for its members, in an attempt to recognize those individuals who have exhibited a proficiency in the knowledge of title insurance and a dedication to the **New Jersey Land Title Association** and to the profession.

Certified Title Professional is the designation which the NJLTA is bestowing upon those exceptional members who qualify under the requirements hereinafter set forth.

The idea for the CTP designation was first conceived in 1990. After considerable efforts a program was devised that would reward members of the NJLTA, not just for their knowledge and time in the title industry, but also for their willingness to work for the Association and the greater good of the title insurance profession. In June of 1991, the first five CTP designations were awarded at the NJLTA Annual Convention in Atlantic City, NJ.

There are many individuals in the New Jersey title industry who deserve the recognition and prestige that a Professional Designation would bring. You may be one of those people.

### **THE PROFESSIONAL DESIGNATION COMMITTEE**

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# **APPLICATION FOR THE CERTIFIED TITLE PROFESSIONAL DESIGNATION**

The requirements necessary to attain the “Certified Title Professional” designation are divided into three (3) areas.

- I. Minimum Qualifications for Candidacy
- II. Experience and Service
- III. Education

A total of 200 points must be collected. 80 points (40%) from Experience/Service - 80 points (40%) from Education - 40 points (20%) from either category, with the exception that EXPERIENCE/SERVICE and EDUCATION points are mutually exclusive. Points cannot be earned in both sections for the same work.

## **I. MINIMUM QUALIFICATIONS FOR CANDIDACY**

In order to qualify to become a “Certified Title Professional”, the following minimum requirements must be met.

1. Have a **MINIMUM OF TEN YEARS FULL-TIME WORK EXPERIENCE IN THE TITLE INSURANCE INDUSTRY.**

You must have been actively employed by a title insurance underwriter, title insurance agent or worked for or as a title searcher for a combined total of ten or more years. You must provide proof by way of affidavit or certification as to same.

2. Be a **CURRENT LICENSED PRODUCER.** This means you must have a current producers license for title insurance with the New Jersey Department of Banking and Insurance
3. At the present time, be an **EMPLOYEE IN GOOD STANDING IN THE NEW JERSEY LAND TITLE INSURANCE INDUSTRY.**
4. Be a **MEMBER** in good standing of the **NEW JERSEY LAND TITLE ASSOCIATION.**

MEMBERS include:

- Employee of a Member Underwriter
- Agent Member
- Employee of an Agent Member
- Honorary Member

5. (a) Complete and submit this form of application along with all proofs
- (b) Prepare a resume, listing your employment history, including verification of said employment for the last ten (10) years. Together with a certification from your current employer confirming Item No. 4 above.
- (c) Attach a copy of your current Producer License
- (d) Attach verification from the Agency Section of the NJLTA of your current membership. (**AGENTS ONLY**).

## II. EXPERIENCE & SERVICE

To satisfy the Experience/Service requirement for designation as a “CERTIFIED TITLE PROFESSIONAL” an individual must accumulate a minimum of 80 points in accordance with the following point structure:

1.	President of the NJLTA -	Five (5) points/year
	Chairman of the NJLTA Agency Section -	Five (5) points/year
	Officer of the NJLTA (Secretary/Treasurer, 2 <sup>nd</sup> Vice Pres., 1 <sup>st</sup> Vice Pres.) -	Four (4) points/year
	Officer of the NJLTA Agency Section (Secretary, Treasurer, Vice Chairman) -	Four (4) points/year
	Officer of the Association of Title Insurance Agents (Secretary, Treasurer, Vice President, President) -	Four (4) points/year
	Officer of the Title Abstractors Association of New Jersey (Secretary, Treasurer, Financial Secretary, Executive Vice President, President) -	Four (4) points/year
	Member of the NJLTA Agency Section Management Board -	Three (3) points/year
	Officer of the ALTA -	Three (3) points/year
	Delegate on the NJLTA Board of Governors -	Two (2) points/year
	MAXIMUM CREDIT - 60 points	_____pts

*With regard to the points set forth above in Section I, A minimum of 50% of the total points claimed must be acquired through experience and service in the NJLTA as designated above.*

2.	Committee Chairperson on NJLTA or Agency Section Committees. - Four (4) points/year - Maximum Credit – 40 points	_____pts
3.	Active Committee Member of NJLTA or Agency Section Committee (not including terms as Chairperson) - Two (2) points/year - Maximum Credit - 30 points	_____pts
4.	American Land Title Association Committee Member - Two (2) points/year - Maximum Credit - 10 points	_____pts
5.	Miscellaneous Service to the Title Industry - Subject to the discretion of the Review Board. <b>Please provide all necessary proofs and a detailed narrative description of said service.</b> - Maximum Credit - 15 points	_____pts

6. Title Industry Experience (years in the title industry - Full time yearly employment)  
- Two (2) points/year subject to discretion of the Review Board  
- Maximum Credit - 40 points \_\_\_\_\_pts

7. Teaching Service in Public NJ Title Industry Related Course/Seminar  
- Two (2) points per credit hour of instruction  
- Maximum Credit – 30 points \_\_\_\_\_pts

**NOTE: Points claimed for Service/Experience must be mutually exclusive from points claimed for education.**

**EXPERIENCE/SERVICE POINT TOTAL..... \_\_\_\_\_pts**

*A resume must be submitted detailing the Offices held and the Committees served on, listing the length of service.*

### **III. EDUCATION**

To satisfy the Education requirement for designation as a “CERTIFIED TITLE PROFESSIONAL” an individual must accumulate a minimum of 80 points in accordance with the following point structure:

1. Successful completion of a NJLTA Approved Pre-Licensing course - 10 points

*Only the pre-licensing course offered by the New Jersey Land Title Institute is currently approved by the NJLTA.*

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2. Approved Educational Seminars – 1 point per credit hour

Not all educational seminars will be applicable. The subject matter must be **definitively related to Title Insurance**. Credit will not be given for Management, Sales/Management, Sales/Marketing or Motivational type seminars. The Continuing Education Seminars approved by the NJ Department of Banking and Insurance will help fulfill this requirement.

- Maximum Credit - 80 points

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3. ALTA Home Study Courses - 15 points each

The American Land Title Association maintains two (2) separate Home Study Courses, Basic and Advanced. After successful completion of each course the ALTA issues a certificate. (please attach copies of same to this application).

- Maximum 30 points

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4. College Degrees/Education - Maximum 50 points

- Pass State Title Instructors Exam - 5 points
- Associate Degree 5 points
- or
- Bachelors Degree 10 points
- Masters Degree 15 points
- Doctorate Degree or Attorney - 20 points

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5. Education through teaching of Public NJ Title Industry related courses.

- Two (2) points per credit hour of instruction
- Maximum Credit - 40 points

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6. A Maximum of 30 points may be given for an original paper or papers, treatise, book or a judicial proceeding/court case, in which the applicant was a principal litigator or expert witness, on title/real property related topics which demonstrates the applicant's knowledge and understanding of Title Insurance and/or Real Property issues. **All related materials must be attached to this application for review.** The points will be awarded at the discretion of the Board.

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**EDUCATIONAL POINT TOTAL.....**

\_\_\_\_\_pts

*A resume detailing all point qualifications must be supplied, listing subject, date and place of course or seminar and length of program.*

#### **IV. FINAL INSTRUCTIONS**

The remaining 40 points can be made up of any combination of Education and Experience/Service points.

Additional points may be awarded, at the discretion of the Board of Review, for achievements which are not specifically mentioned in this application. A detailed narrative description of such achievements must be included.

Each applicant must provide (3) personal references. Relatives are not acceptable.

An applicant may be asked to appear before the Board of Review for an interview.

**This Form of Application must be submitted before the Board of Review will consider the candidate. If this form is not completed and included with the application package, same will be returned without review.**

Upon receipt of a properly completed application a Letter of Receipt will be sent from the Chair of the CTP Committee to the applicant. The application is then forwarded on to the Board of Review. A specific member of the Board will be assigned to review the submission. The Applicant will be contacted by a Board member to discuss the application. After submission of a completed CTP Application (included all supporting documentation) a minimum 90 day review period is required to examine and process same. The 90 day review period can be waived at the discretion of the Board of Review.

If an application is rejected by the CTP Board of Review for failure to meet the necessary 200 points requirement, the applicant will have one year to fulfill the necessary point requirements. After one year has expired a new application must be submitted in accordance with the CTP program requirements in effect at that time.

After examination and review of all qualifications and accumulation of points, the Board of Review will make a recommendation to the New Jersey Land Title Association, Board of Governors. The decision to award this designation is reserved solely by the Board of Governors. Once the Board of Governors has approved the CTP designee, the award will be presented at the following NJLTA Annual Convention.

The NJLTA reserves the right to amend this program at its discretion.

Please direct your inquiries to the Chairman of the NJLTA Professional Designation Committee - Joe Grabas @ (732) 261-1013 or forward your completed application with proofs to New Jersey Land Title Association, CTP Committee, Monmouth Executive Center, 100 Willow Brook Road, Suite 100, Freehold, NJ 07728

**GOOD LUCK**

Revised August 24, 2011