



# Iowa Land Title Association Certified Land Title Professional Designation Renewal / Recertification Application Form

Today's Date: \_\_\_\_\_

ILTA CLTP Certificate Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

Business City/State/Zip: \_\_\_\_\_

Business Email: \_\_\_\_\_ Business Phone: \_\_\_\_\_

## Education Requirements - 30 Points minimum in three calendar years following certification.

20 points must be provided by the ILTA. Includes:

- ILTA Convention – 25 Points Per Meeting
- Manager Meeting – 7 Points Per Meeting
- Regional Meetings – 15 Points Per Meeting
- Schools and Workshops – Beginner School – 20 Points; Legal Descriptions Workshop - 10 Points Per School or Workshop
- ILTA CLTP Courses Retakes for ILTA CLTPs – 18 Points Per Course

A total of ten points may be acquired from ALTA meetings or education courses, Title Guaranty meetings, in-office training, i.e. policies and procedures or software training, college or community college courses, and other industry related training and meetings WITH PRIOR APPROVAL by the ILTA Executive Director. The Executive Director, in consultation with the Education Committee Chair, will assign the number of points for educational opportunities provided by organizations outside of the ILTA.

Education (record only number of meetings or training to satisfy the minimum 30 points required):

Meeting Name: \_\_\_\_\_

Meeting Date and City: \_\_\_\_\_ Number of Points: \_\_\_\_\_

Meeting Name: \_\_\_\_\_

Meeting Date and City: \_\_\_\_\_ Number of Points: \_\_\_\_\_

Meeting Name: \_\_\_\_\_

Meeting Date and City: \_\_\_\_\_ Number of Points: \_\_\_\_\_

Meeting Name: \_\_\_\_\_

Meeting Date and City: \_\_\_\_\_ Number of Points: \_\_\_\_\_

Meeting Name: \_\_\_\_\_

Meeting Date and City: \_\_\_\_\_ Number of Points: \_\_\_\_\_

**Professional Participation Points - 10 points minimum in 3 calendar years following certification:**

- Board President – 20 Points Per Year
- Board Member –15 Points Per Year
- Committee Member and Task Force Member – 10 Points Per Year Per Committee or Task Force
- Legislative Day – 10 Points Per Meeting
- Presenter: Convention – 5 Points; Beginner School – 5 to 18 Points; Legal Descriptions Workshop – 18 Points; Regional Meeting – 5 Points; Regional Meeting Education Session – 10 Points; Manager Meeting – 5 Points  
ILTA CLTP Course Instructors – 3 to 18 Points.
- Provide support and help coordinate Regional Meeting with Regional Vice President – 10 Points Per Meeting
- Provide support at Annual Convention for Executive Director: Registration – 10 Points; Photos – 10 Points; VIP Host – 5 Points Per Convention
- Facilitate ILTA CLTP Exams at Convention or Regional Meetings – 5 Points Per Exam Session
- Hosting a Legislator - 10 Points Per Year
- Author article in the *Iowa Land Title E-News* or other industry related publication or office newsletter or local newspaper – 5 Points Per Article
- Create and submit ILTA CLTP Courses exam questions for the courses exam pool – 2 Points for each question with a maximum of 10 Points during the 3-year renewal period

Professional Participation (record only activities required to meet the minimum 10 points required):

Professional Participation Activity: \_\_\_\_\_

Date \_\_\_\_\_ Number of Points: \_\_\_\_\_

Professional Participation Activity: \_\_\_\_\_

Date \_\_\_\_\_ Number of Points: \_\_\_\_\_

Professional Participation Activity: \_\_\_\_\_

Date \_\_\_\_\_ Number of Points: \_\_\_\_\_

Professional Participation Activity: \_\_\_\_\_

Date \_\_\_\_\_ Number of Points: \_\_\_\_\_

Professional Participation Activity: \_\_\_\_\_

Date \_\_\_\_\_ Number of Points: \_\_\_\_\_

I certify that all information on this renewal application is correct and I am a current member of the ILTA. My renewal fee of \$100 for 3 years is enclosed: Renewal period 1/1/20 – 12/31/22.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Return renewal form along with the application fee by December 31, 2019 to:  
ILTA, PO Box 444, Carroll, IA 51401. Questions: Contact [ILTA@austin.rr.com](mailto:ILTA@austin.rr.com) or 800.778.3789.

**Renewal forms and fees not post marked by December 31, 2019 will result in suspension of the ILTA CLTP designation.** A lapse in certification requires retesting of all four professional courses.

Adopted: May 3, 2016; Amended February 18, 2018; November 15, 2018