



Iowa Land Title Association Certified Land Title Professional Program and Application

The Iowa Land Title Association (ILTA) Certified Land Title Professional Program is a series of educational courses for title industry professionals. The program encompasses basic industry knowledge as well as advanced curriculum. All courses are considered graduate level courses and are designed for persons with at least 3 years of experience in abstracting or a related field.

The course exams are required for persons pursuing the ILTA Certified Land Title Professional designation and require a 90% pass rate. An exam only for a course may be taken twice during a 12 month period. Failure to pass an exam after three attempts requires retaking the course.

The ILTA Certified Land Title Professional Courses:

Chain of Title Course One: Voluntary Alienation
Chain of Title Course Two: Involuntary Alienation
Legal Descriptions
Legal Entities and Special Circumstances

Courses are offered to both members and non-members of the Iowa Land Title Association. Membership in the ILTA is required to obtain and maintain the designation of ILTA Certified Land Title Professional.

Purpose of the Program:

- To create recognizable standards and a goal of professionalism among title persons in the land title industry.
- To enhance personal pride, self-esteem and commitment to the land title industry.
- To encourage title persons to expand their education and abilities to achieve excellence in the performance of their duties and responsibilities.
- To stimulate awareness and development of characteristics of professionalism to serve and contribute to the welfare of the land title industry and to the citizens of Iowa.
- To recognize and reward those title persons who fulfill the standards prescribed for experience, education and professional participation, and following written examination, merit the approval of the Iowa Land Title Associations' Board of Directors and are awarded the designation of the **Iowa Land Title Association's Certified Land Title Professional (CLTP)**.

Note: Certification does not guarantee employment, nor does it necessarily guarantee a designee's ability to perform all job functions.

Prerequisites

To qualify as a candidate for the Iowa Land Title Association Certified Land Title Professional designation, candidates must meet all of the following requirements:

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- Membership in the Iowa Land Title Association. (individual membership or employed by a member company)
- Employed a minimum of three (3) years in the title industry.
- Successfully completed all four ILTA Certified Land Title Professional Courses.
- Complete application form and submit to the ILTA office for processing.

Benefits of Certification

- Identifies recipients as knowledgeable, experienced professionals.
- Special recognition on the ILTA website.
- Certificate of completion and lapel pin.
- 10% discount on registration for all ILTA events. (excludes regional meetings)

Use of the Certification

The ILTA Certified Land Title Professional Logo (Mark), and Logo Use Policy, will be provided electronically to the applicant following submission of the application to the ILTA office.

If the designation appears without the Logo, the designation will appear with the ILTA or Iowa Land Title Association preceding the CLTP or Certified Land Title Professional: ILTA CLTP; ILTA Certified Land Title Professional; Iowa Land Title Association CLTP; Iowa Land Title Association Certified Land Title Professional.

Renewal / Recertification Requirements

Renewal of certification is required every three (3) years to continue to use the certification designation. Certifications expire on December 31 of the third calendar year following award of the certification. A lapse in certification requires retesting of all four professional courses.

- Fee for renewal is \$100.
- Membership in the Iowa Land Title Association or employment in an Iowa Land Title Association member business.
- 40 Points of Education and Professional Participation are required with a minimum of 30 points in Education and 10 points in Professional Participation, and must be accumulated during the 3-year certification cycle.

Education Requirements: 30 Points minimum in three years. 20 points must be provided by the ILTA. Includes:

- ILTA Convention - 25 Points Per Convention
- 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; Other Education as Determined.
- 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. Contact the ILTA Executive Director to submit agendas or other detailed information for approval.

All ILTA meetings and training fees will be discounted by 10% for the ILTA CLTP, except for the Regional Meetings.

Professional Participation Requirement: 10 points minimum in three years:

- 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
- Property Records Industry Association (PRIA) Work Group Member - 10 Points Per Year
- 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
- Facilitate ILTA CLTP Courses - 10 Points Per Course
- 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 (email or mail copy of published article to Executive Director)
- 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

Adopted: February 25, 2013

Amended: 12/20/13; 8/7/14; 2/18/18; 11/15/18; 2/8/21; 7/16/24; 8/26/25

ILTA Certified Land Title Professional Application

Full Name (as it will appear on certificate): _____

Title of Present Position: _____

Business Name: _____

Business Street Address: _____

Business City/State/Zip: _____

Business Email: _____

Business Telephone: _____

Business Fax: _____

Home Street Address: _____

Home City/State/Zip: _____

Home Telephone: _____

ILTA Certified Land Title Professional Courses:

Course Name: _____

Date of Completion: _____

Course Name: _____

Date of Completion: _____

Course Name: _____

Date of Completion: _____

Course Name: _____

Date of Completion: _____

The date of the Certificate of Professional Designation will be the date of the final successfully completed course and exam. Certificates will be presented at the ILTA Regional Meetings or Annual Convention, unless alternative arrangements are requested.

I certify that all information on this application is correct, I have at least 3 years of experience in abstracting or a related field, and I understand the ILTA CLTP requirements for membership and recertification:

Date: _____ Signature of Applicant: _____

Return application page via email to: ILTA@austin.rr.com

Adopted: February 25, 2013

Amended: August 7, 2014