



## **Application for Certified Land Title Professional/Partner Designation (CLTP)**

**Effective: January 1, 2023**

### **Declaration and Release**

I, \_\_\_\_\_, hereby submit this declaration for the designation of Certified Land Title Professional/Partner by the Maryland Land Title Association (MLTA), in accordance with and subject to the applicable standards, rules, policies and procedures of the program. I understand MLTA will use reasonable efforts to keep the information in its possession confidential. I understand that MLTA reserves the right to verify any and all of the information associated with this application and providing false, misleading, inaccurate or incomplete information or otherwise violating the rules governing the program will constitute grounds for the rejection of this application, forfeiture of the application fee, revocation of the designation and other appropriate disciplinary action.

I understand MLTA reserves the right to modify or alter at any time the standards and any rules, policies and/or procedures in connection with the program. I understand and agree MLTA owns all rights, title and interest in and to all names, trademarks, logos, applications and other materials related to the program. I agree I shall only use intellectual property of MLTA in connection with my participation in the program and in accordance with MLTA's policies and agree to immediately cease using and return such intellectual property upon suspension, expiration 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 information and materials 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: MLTA, its officer, directors, employees, committee members, members, subsidiaries, agents, successors and assignees; from any and all liabilities which 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 the designation or the designation standards.

I hereby authorize MLTA to make inquiries to the identified persons or entities listed in the application, to verify the information on my application and authorize any persons or entities contacted by MLTA to respond to these inquiries and provide copies of any relevant and non-confidential information to MLTA. I further authorize MLTA to provide a copy of this Declaration and Release to those entities contacted in connection with this application, should they 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 future policies, procedures, rules and regulations of MLTA.

I understand and agree that, should I receive designation under the Program, I have met the program's requirements for designation, but that MLTA 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 neither MLTA or the designation itself, guarantees or warrants anything beyond my ability to meet the particular standards and criteria under the program. I understand and agree MLTA 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, upon designation, if I fall out of compliance with MLTA's standards during my designation period, I must immediately notify MLTA. Upon MLTA's receipt of such notice, I will be given a limited amount of time (to be specified by MLTA) to correct the source of my non-compliance and remain in good standing. I understand that failure to notify MLTA under such circumstances, or to correct the problem within the allotted amount of time, could result in suspension or revocation of my designation.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Application for Professional Designation Program**

*All information you provide will be held in strictest confidence by the CLTP Committee. Please complete this application and submit it to MLTA along with:*

- Your non-refundable application fee of \$95, payable by check made out to Maryland Land Title Association.
- A letter of confirmation from a senior officer of your employer. If you own your own business, please provide proof of ownership.
- Copies of your title license or diplomas, if applicable.
- Once all materials are submitted and approved the MLTA office will contact you to schedule your exam.

I hereby make application for the designation of:

Certified Land Title Professional

Certified Land Title Partner

I certify that all statements in this application are true and authorize the CLTP Committee to verify these statements in its evaluation of my application. I have read and agree to subscribe to the Code of Ethics of the Maryland Land Title Association.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Section 1: Personal Information**

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

Email  
Address: \_\_\_\_\_

#### **HOME ADDRESS:**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### **EMPLOYMENT INFORMATION:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## 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.
  
- I meet the licensing requirements in Maryland and have attached a copy of my current license(s) related to the land title industry, as applicable.
  
- 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 MLTA or employed by a member company. (Note: If you are not a member or employed by an MLTA Member, please contact MLTA staff at [mlta@mdlta.com](mailto:mlta@mdlta.com) to learn more about an Individual Membership.)
  
- My application fee of \$95 is:
  - Enclosed and paid by check.
  - Please invoice me. I understand my application will not be considered complete until payment is received.

### FOR PARTNER DESIGNATION APPLICANTS ONLY:

I have successfully completed the following MLTA online courses within the past 18 months and have attached Certificates of Completion for each course:

- a.  Cybersecurity
- b.  Ethics (course 100942) for 3 hours
- c.  Legislative Update
- d.  One additional course of your choosing from the MLTA online course library

*As you complete sections 3 through 6, please provide all information necessary to calculate point values according to the chart on page 6. Add pages if necessary to include all such information.*

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**Section 3: Land Title Insurance Experience**

Starting with your current position, for each employer list position(s) held, dates of employment:

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**Section 4: Education**

Please list institution, dates of attendance, degree, diploma, or certification attained.

High School: \_\_\_\_\_

College: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

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**Section 5: Professional Participation**

List your involvement in MLTA, including dates and positions held. (PARTNER APPLICANTS: You may also list your involvement with other professional associations)

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**Section 6: Qualifications**

Briefly state why you believe you are qualified for the professional designation you seek.

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**Section 7: Point Values****Experience****TOTAL POINTS:** \_\_\_\_\_

For each year you have been, or worked for, an MLTA member company in good standing. Years one through five count five points per year; years six through ten count seven points per year; eleventh year and beyond count ten points per year.

Employer: \_\_\_\_\_

Year Joined MLTA: \_\_\_\_\_ Years as MLTA Member: \_\_\_\_\_

Prior Employer: \_\_\_\_\_

Year Joined MLTA: \_\_\_\_\_ Years as MLTA Member: \_\_\_\_\_

Prior Employer: \_\_\_\_\_

Year Joined MLTA: \_\_\_\_\_ Years as MLTA Member: \_\_\_\_\_

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**Professional Participation****TOTAL POINTS:** \_\_\_\_\_

MLTA Committee Member 5 per year

MLTA Committee Chair 10 per year

MLTA Officer 15 per year

MLTA Sponsor 10 per year you/your company has sponsored at least one MLTA event

List Committees &amp; Years: \_\_\_\_\_

**MLTA Events**

CrabFeast - 3 per year List Years: \_\_\_\_\_

Convention - 3 per year List Years: \_\_\_\_\_

Lobby Day - 5 points List Year: \_\_\_\_\_

Regional Events – 2 points per event List: \_\_\_\_\_

**Instructors:**

MLTA Title Instructor - 5 per course \_\_\_\_\_

MLTA Develop Course Outline – 10 per course \_\_\_\_\_

MLTA Real Estate Instructor – 3 per course \_\_\_\_\_

**ALTA Committees:**

3 per committee per year. List committee and dates: \_\_\_\_\_

ALTA Conferences - 2 per year List Years: \_\_\_\_\_

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**Education:** Please list on separate sheet**TOTAL POINTS:** \_\_\_\_\_

Completion of: MLTA Pre-Licensing course 20 points; MLTA or ALTA seminars/webinars 10 per program