

## PURPOSES OF THE CERTIFIED LAND TITLE PROFESSIONAL DESIGNATION PROGRAM

- to set the highest possible standards for professionalism within the Maryland land title industry and to encourage adherence to these standards among title professionals
- to recognize and reward outstanding title professionals who are executive-level leaders in the industry for their knowledge, contributions, commitment to excellence and for providing long-term service to the Maryland Land Title Association
- to stimulate an awareness of the characteristics of true professionalism within the Maryland title industry and a desire to contribute to the advancement of the industry through service to the Maryland Land Title Association

## BENEFITS OF DESIGNATION AS A CERTIFIED LAND TITLE PROFESSIONAL

- the letters **CLTP** following the name of a title professional immediately identifies such person as highly motivated, knowledgeable, experienced, and entitled to respect from his or her peers
- this designation enhances one's reputation in the Maryland title industry for dedication and excellence and recognizes leadership and major contributions to the Maryland Land Title Association
- the CLTP designation entitles the designee to a 10% to 25% discount on tuition for continuing education and leadership seminars sponsored by the Maryland Land Title Association and (if associated with a company that is not a member of the Maryland Land Title Association) entitles the designee to individual membership in the association at reduced annual dues
- CLTP designees receive special recognition on the Maryland Land Title Association's website

## PREREQUISITES

In order to qualify as a candidate for the designation of Certified Land Title Professional, an individual must meet **all** of the following requirements:

- be a member in good standing of the Maryland Land Title Association or be employed by a member title agency or abstract company or by a title insurer that is licensed to do business in Maryland and is a member of the Maryland Land Title Association in good standing; and
- have been employed for a minimum of five years within the ten-year period immediately preceding submission of an application, by a title insurer, title attorney/law firm, title agency, or abstract company licensed to do business in the State of Maryland; and
- possess a current individual title insurance producer's license issued by the Maryland Insurance Administration or, in the case of employees of a title insurer licensed to do

business in Maryland, a letter from its state manager indicating the candidate's duties and opining that Maryland law does not require that the candidate be licensed as a title insurance producer. In the event that this license (and/or, in the case of attorneys, their admission to the Bar of the Maryland Court of Appeals or the Bar of any other state or the District of Columbia) has been suspended or revoked and is subsequently reinstated within one calendar year, then the point structure (see below) shall accumulate from the candidate's entry into the land title industry; provided, however, that in the case of any suspension or revocation of such license or licenses where reinstatement shall have taken place *more than* one calendar year following suspension, then the point structure for such candidate shall begin to accumulate beginning on the date of such reinstatement and points earned prior thereto shall not be counted; and

- submit a letter of recommendation from the candidate's immediate supervisor or a senior officer of his/her employer dated within thirty days of the date of application that lists the candidate's position and duties; and
- earn a minimum of 450 points on the CLTP Application, of which at least 150 points must be earned for experience/licensing, at least 100 points must be earned for professional participation, and at least 100 points must be earned for preparing materials for and/or teaching at MLTA-sponsored pre-licensing and CE classes; and
- submit satisfactory personal reference letters from two other persons who are currently employed in the Maryland title industry and who are neither related to the candidate by blood or marriage nor a subordinate of the candidate.

## APPLICATION

To apply for the designation of Certified Land Title Professional, an individual meeting the prerequisites set forth above must deliver a completed, signed *Application for Candidacy* using the form prescribed herein, together with letters of recommendation, a check for the non-refundable application fee in the amount of \$50, a copy of his/her current title insurance producer's license, certificates of participation verifying service on committees, certificates of preparation/teaching and such other attachments as may be set forth below, to the chairperson of the CLTP Committee of the Maryland Land Title Association **BETWEEN JUNE 1 and AUGUST 1** of each year. Only signed applications indicating that the applicant meets the above prerequisites and has earned an aggregate of at least 450 points will be accepted.

## EXAMINATION

All candidates, including attorneys, whose application is found to be in order must take a one to two hour "closed book" written examination prepared and conducted by or under the supervision of the chairperson of the Maryland Land Title Association's CLTP committee, which examination shall cover matters related to Maryland real property law, liens and encumbrances, conveyancing, settlement, and recording, as well as ethics, title insurance, and the licensing of title insurance producers. All candidates must score at least 75% on this examination in order for their application to be advanced to the interview stage.

## **INTERVIEW**

All candidates whose application is found to be in order and who achieve a passing score on the written examination must submit to an interview before no less than three members of the Maryland Land Title Association's CLTP Board of Review (BOR). The chairman of this panel must be a duly-designated Certified Land Title Professional, and the interview may be conducted via conference call. The purpose of the interview is to verify the information provided by the candidate on the Application and to evaluate his/her overall fitness to be designated a Certified Land Title Professional. A "yes" vote by a majority of the members of the panel conducting the interview shall complete the CLTP evaluation process. Within five working days after the interview, the panel's vote shall be certified by its chairman to the chairpersons of the Maryland Land Title Association's CLTP committee.

## **BOARD OF DIRECTORS' APPROVAL**

Each year, the chairperson of the Maryland Land Title Association's CLTP committee shall, at or prior to the annual convention of the association, recommend to its board of directors the names of all candidates whose applications are found to be in order, who achieve a passing score on the written examination, and who have been found fit to be designated a Certified Land Title Professional by a panel consisting of members of the BOR. A motion to designate each successful candidate a Certified Land Title Professional shall be made by the CLTP chairperson to the board of directors. In the event that the motion is carried, the candidate so voted upon shall be notified by the CLTP chairperson of his/her selection and shall be awarded the designation of Certified Land Title Professional at the association's annual convention. The award shall be further documented by a certificate and/or plaque to be presented to each new designee.