

Indiana Land Title Association

Indiana Title Professional (ITP)

Designation

Two Tracks:

Examination & Closing

Qualifications Overview

Qualifications Overview

The application consists of ten sections, five of which allow candidates for either the ITP-Examination or ITP-Closing track to earn ITP Points towards the ITP designation. Candidates will need a minimum of 100 ITP Points to qualify for consideration. The qualifications have been categorized as follows and details appear on the next several pages:

Information & Prerequisites

- Section 1: Applicant Information
- Section 2: Industry & Compliance Prerequisites
- Section 3: Training Prerequisites

Requesting ITP Points

- Section 4: Industry Experience (worth a maximum of 25 ITP Points)
- Section 5: ILTA Attendance Record (worth a maximum of 25 ITP Points)
- Section 6: ILTA Involvement (worth a maximum of 25 ITP Points)
- Section 7: Involvement with Other Professional Organizations Related to the Land Title Industry (worth a maximum of 10 ITP Points)
- Section 8: Education and Training (worth a total of 50 ITP Points)

Review & Summary

- Section 9: ITP Points Calculation
- Section 10: Professional Qualifications, Disclosure, and Attestation

Declaration & Release

- Applicants must read and sign the declaration and release statement.
- Applicants must select either the Examination or Closing track.

Section 1: Applicant Information

- Applicants shall provide complete contact information.

Section 2: Industry & Compliance Prerequisites

- Applicants shall have a minimum of three (3) years of experience engaged in or associated with the land title industry, and will attach a letter confirming this from either an owner/manager of the applicant's current employer or another representative from the land title industry.
- Applicants shall be (and continue to be) members in good standing of the Indiana Land Title Association. If the applicant's company is not a member of the Indiana Land Title Association, the applicant shall submit the non-member application, which includes a \$150 individual membership fee that must be renewed each year in order to maintain an active ITP designation.
- Applicants shall be members of ALTA's Title Action Network.
- Applicant must not have any current disciplinary actions pending before the Indiana Department of Insurance.
- Applicant must not have been disciplined by the Indiana Department of Insurance with a suspension or revocation of any license.

Section 3: Training Prerequisites

- Applicants shall have completed a title pre-licensing class approved by the Indiana Department of Insurance and hold a current Indiana Title Producer license.

Section 4: Industry Experience (worth a maximum of 25 ITP Points)

- Applicants shall have a minimum of three (3) years of experience engaged in or associated with the land title industry. Two (2) ITP Points per year of experience will be awarded, up to twenty-five (25) ITP Points.
- Applicants shall provide a complete record of their industry experience.

Section 5: Attendance Record (worth a maximum of 25 ITP Points)

- Applicants shall provide a record of ILTA meeting attendance in the three (3) years immediately preceding the application: Meetings may include ILTA Annual Convention (4 ITP Points), ILTA Super Seminar (3 ITP Points), ILTA Title Leadership Conference (3 ITP Points), ILTA Lobby Day (2 ITP Points), ILTAOnline.org classes (2 ITP Points per class) or an in-person ILTA seminar (2 ITP Points). Certificates of completion are not required. Please submit a log of classes taken by including the name of the class and date. Continuing education transcripts for your current title insurance producer licensing period can be viewed at www.sircon.com.
- Applicants shall provide a record of an ILTA association meeting such as the Annual Business Meeting, any Special Meetings called pursuant to the ILTA Bylaws, ILTA Agents or Underwriters Section meetings or ILTA Standing Committee meetings attendance in the three (3) years immediately preceding the application. One (1) ITP or Point per day (or portion thereof) of attendance will be awarded.

ILTA's Title & Closing Designations Qualifications Overview

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Section 6: ILTA Involvement (worth a maximum of 30 ITP Points)

- Applicants shall provide a record of their ILTA leadership or committee service roles in reverse chronological order. One (1) ITP Point per year will be awarded.
- Applicants who have served on the Board of Governors will receive two (2) ITP Points per year of service.
- Applicants shall provide a record of their ILTA presentations in the five (5) years immediately preceding the application in reverse chronological order. One (1) ITP Point per presentation, regardless of length, will be awarded.
- Applicants shall provide a record of their ILTA authorships (i.e. What's Happening at ILTA article) in the five (5) years immediately preceding the application in reverse chronological order. One (1) ITP Point per article or publication, regardless of length, will be awarded.

Section 7: Involvement with Other Professional Organizations Related to the Land Title Industry (worth a maximum of 10 ITP Points)

- Other professional organizations may include, but are not limited to: Escrow, Bar, Realtor®, Lender, Recorder organizations.
- Applicants shall provide a record of other professional organization leadership or committee service roles in the five (5) years immediately preceding the application in reverse chronological order. One (1) ITP Point per year will be awarded.
- Applicants shall provide a record of other professional organization presentations in the five (5) years immediately preceding the application in reverse chronological order. One (1) ITP Point per presentation, regardless of length, will be awarded.
- Applicants shall provide a record of other professional organization authorships in the five (5) years immediately preceding the application in reverse chronological order. One (1) ITP Point per article or publication, regardless of length, will be awarded.

Section 8: Education and Training (worth a maximum of 50 ITP Points)

- Applicants shall either complete the education track for the ITP-Examination or ITP-Closing professional designation and pass all required exams. (Courses I, II, IV and VI)

Section 9: ITP Points Calculation

- Applicants must tally their Points from the preceding sections. Applicants need a minimum of 100 ITP Points to qualify for consideration.

Section 10: Professional Qualifications, Disclosure, and Attestation

- Applicants shall attest that they are (and will remain) in compliance with all state and local licensing, regulatory, and legal requirements.
- Applicants shall attest that they have not been convicted of a felony related to the profession of land title evidencing and insuring.
- Applicants shall attest that a professional license has not been suspended or revoked in any state.
- Applicants shall pledge to uphold the ILTA Principles of Fair Conduct.

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