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# APPLICATION AND REQUIREMENTS

for

## THE DESIGNATION

of

Associate Land Title Professional



*Sponsored By The*

*Michigan Land Title Association*

*Revised 4.2.2-24*

*5+ yrs*

## Overview and important Information about Michigan Land Title Association's Education Designation Programs....

A unique development for the land title insurance industry is the professional recognition as Certified Land Title Professional (CLTP) or Associate Land Title Professional (ALTP) for those persons within the Michigan Land Title Association (MLTA) who, through a combination of education, experience and performance, have demonstrated a proficient knowledge of land title insurance.

The MLTA is a professional association dedicated to supporting its members' efforts to provide their clientele with the highest quality land title evidencing and title assurance services possible. In support of that mission, the MLTA has created a Professional Designation Board of Review to oversee the implementation of the MLTA's recognition program for awarding professional designations to those persons within the MLTA who, through combinations of education, experience and performance have demonstrated a proficient knowledge of land title insurance and escrow procedures. The designations will represent the highest measure of achievement in the land title insurance profession. The Professional Designation program is designed to:

- Establish the highest standards of professionalism in the land title industry
- Motivate escrow and title professionals to achieve excellence in the performance of their duties and responsibilities
- Promote the characteristics of professionalism by encouraging loyalty and a sense of an obligation to serve and contribute to the welfare of the land title industry and its people
- Recognize and reward those title professionals who fulfill the standards required for experience, education and participation and who merit the approval of the Board of Review and the MLTA.

MLTA Members holding an active Michigan Resident Producer License with a minimum of five (5) years' employment in the title insurance industry may seek the **CLTP** designation. Unlicensed MLTA Members with a minimum of five (5) years' employment in the title industry or Licensed attorneys who have been actively handling Real Estate matters in Michigan for five (5) years or more, may seek the **ALTP** designation. A Licensed attorney must be in good standing with the State Bar of Michigan.

The designations represent the highest measure of achievement in the land title insurance profession and follow the Professional Designation concept found in other lines of insurance. To assure that the awarding of this high honor is conducted in the most equitable, non-capricious manner, the MLTA Board of Directors has approved the following conditions and procedures for candidacy and designation. Please review the *Process for Designation, Requirements for Candidacy and Requirements for Designation* before inquiring or applying for designation.

This recognition establishes the professional with a reputation for excellence in the performance of their duties and obligations as well as their contributions of time and talent to the welfare of the land title industry and its people. Once your designation is achieved, your picture and biography will be placed on the MLTA's Website in a separate section designated specifically for Land Title Professional Designees.

**To be designated as a Land Title Professional is a high honor and an earned privilege. A designee may lose the designation if the designee has violated the MLTA Code of Ethics; has had their title license revoked, suspended or is inactive; no longer maintains a membership relationship with the MLTA; or fails to complete the annual requirement of attendance at 2 Qualifying Events (as defined in the Requirements for Candidacy) in each calendar year following the year the designation was awarded.**

## Requirements for Candidacy for the ALTP

Before becoming a candidate for the ALTP designation, an individual must meet the following requirements:

- 1) Have a minimum of 5 years' employment in the title industry; **OR** Be a Licensed Attorney that has been actively handling real estate matters in Michigan for 5 years or more and be in good standing with the State Bar of Michigan\*;
- 2) Submit a letter of recommendation from a senior officer of present employer or underwriter;
- 3) Be a member in good standing of the MLTA or be employed by a member in good standing;
- 4) Provide proof of completion and passing of the ALTA 101 course (available for a fee on the ALTA.org website. MLTA members receive a discount on the pricing);
- 5) Have been an MLTA committee member for at least one full year at the time of application; **AND**
- 6) Have attended at least six (6) of the following **Qualifying Events** in the past 5 years:

MLTA Spring Summit/Spring Education Seminar; BootCamp; Fall Education Seminar; Summer convention, Legislation Day or any other full-day MLTA events; ALTA Springboard/Business Strategies & Tech Forum; ALTA One/ALTA Conference, or have been a speaker at any one of the foregoing MLTA or ALTA events. MLTA committee chair, co-chair or committee member for one (1) year qualifies as 1 "event".

\*A Candidate must not have had a bar license suspended or revoked by the State of Michigan or any other State or governmental authority for a period in excess of one (1) calendar year.

# Application for Candidacy

**Please complete this application in its entirety and submit, accompanied by the following:**

- Check for \$100.00 (for the ALTP) **non-refundable** application fee payable to Michigan Land Title Association
- Letter of recommendation from a senior officer of your current employer or Underwriter
- Copy of active Michigan Resident Producer License, if applicable
- Proof of completion and passing of ALTA 101

**Mail to:** Chair, Professional Designation Committee, MLTA  
*c/o MLTA – P. O. Box 150631 – Grand Rapids, MI 49515*

**Questions?** Email to Marcy Lay or Lauren Jazwinski: [marcy@consultingbymi.com](mailto:marcy@consultingbymi.com) / [lauren@consultingbymi.com](mailto:lauren@consultingbymi.com)

## Personal Information

Name \_\_\_\_\_ Last 4 Digits of Social Security number: \_\_\_\_\_  
(last) (first) (middle)

Home address and phone \_\_\_\_\_

Email address \_\_\_\_\_

Employer, address and phone \_\_\_\_\_

**Land Title Industry Experience with an MLTA Member authorized to conduct business in Michigan or real estate law experience:**

Beginning with the present, for each employer list location, dates of employment and positions held.

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_

**Total Years in the Land Title/Legal Industry:** \_\_\_\_\_

**MLTA/ALTA Participation:**

**Contact MLTA for Attendance Verification of the MLTA events and committee participation**  
**Contact ALTA for Attendance Verification of the ALTA events**

You may attach a print out of said verifications

Total MLTA/ALTA event/online participation (6 needed): \_\_\_\_\_  
Year which you served one full term as MLTA committee member, chair, or co-chair:: \_\_\_\_\_

I certify that all statements in this application are true and correct and authorize the Professional Designation Committee to verify same in its evaluation of application. I have read and agree to subscribe to the Code of Ethics of the Michigan Land Title Association.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

## Process and Requirements for Designation

The following represents the requirements for a step-by-step process culminating in the award of the Land Title Professional designations:

1. Once the official Application for Candidacy and fee is completed and received, the Board of Review will evaluate the qualifications for candidacy and, if approved, the candidate will be accepted into the program and an official record will be established.
2. Certificates of Professional Designation are awarded to the successful candidates at the Annual Summer Convention (or at such MLTA events as the Board deems appropriate).
3. Once a candidate has achieved the ALTP designation by meeting these requirements, a candidate may apply for CLTP designation by submitting a non-refundable fee of \$50.00, a copy of his/her individual active Michigan Resident Producer License, proof of a total of 2 full years as an MLTA committee member or 1 full year as an MLTA committee chair or co-chair, and proof of passing the ALTA 201 course.
4. Once either designation is earned and recognized by the Board of Review, the designee will be required to continue to attend at least 2 Qualifying Events, as defined in the application, per year (as defined in the Requirements for Candidacy) to maintain the designation. Designee must maintain membership with the MLTA through his/her employer. If membership is not maintained, designee can no longer use the designation (No more than one year can pass between places of employment with a member company for the designation to remain in place. This time period can be extended in the sole discretion of the Professional Development Board of Review).

The Board of Review reserves the right to meet with any candidate to review the application.

CODE of ETHICS  
of the Michigan Land Title Association

One of the fundamental components to the freedoms we enjoy as Americans is the ability to freely alienate and transfer interests in real property. It is upon this principle that we exist as an industry, we interact with affiliated organizations in real estate transactions and, in concert with these other affiliated organizations, we enhance and improve the quality of life enjoyed by our society. Title insurance has become an integral and primary force in this process.

In response to that role, and in conjunction with the Michigan Land Title Association Mission Statement and Vision Statement, the Association hereby acknowledges its responsibility to promote these ideals by establishing this Code of Ethics to support its members in achieving the highest standards of sound and ethical business practices.

Now, therefore, in furtherance of the above-stated principles, it is the charge and responsibility of each and every member of the Association to:

Serve the public by providing the highest quality land title evidencing, title assurance and settlement services possible.

Strive to continually increase and improve their business knowledge by availing themselves of educational opportunities offered by the Association or other related professional organizations.

Conduct their business at all times in a manner designed to promote the integrity and professional reputation of the title insurance industry.

Advocate and support legislation and regulations designed to promote a system of public land records, which enhances the ability of the public to transfer interests in real property.