



OKLAHOMA LAND TITLE ASSOCIATION

Directions for Applicants

1. Fill out application to the best of your knowledge.
2. Submit with your application sufficient evidence of your attendance, and/or involvement to the land title industry.
 - a. A current copy(s) of all government and professional organizational licenses is required.
3. All applications must be submitted no later than 30 days before the end of the fiscal quarter. The Committee shall have no more than 90 days to approve or deny each application. If the Committee should deem 90 days insufficient to review application, the Committee will notify the applicant and the Board immediately, and will meet within 15 days after the 90 days period has elapsed to approve or deny the application.
4. Send the application fee of \$150.00 with complete and signed application.
5. Applicant will be notified by the Committee on the status of your application within 90 days.
6. Send your application to (J. T. Beard), Chairperson, of the Committee of Title Professional Designation to:
 - Johnbeard09@gmail.com
 - P.O. Box 50 Madill, OK 73446
 - Or send to OLTA P. O. Box 1544 Oklahoma City, OK 73101
7. Applicant must take and pass the designated Title course in order for application to be considered for approval.
 - The Oklahoma Title Course is available online on the OLTA website. Your application will not be approved until the test is taken, and passed with an 80% or better score.
8. Applicant must submit a signed letter from employer confirming employment and industry experience.
9. Points are accumulated for the following sections; please be accurate.



OKLAHOMA LAND TITLE ASSOCIATION

By signing below, I hereby submit this application for the OKLAHOMA TITLE PROFESSIONAL (“OKTP”) designation, offered by the Oklahoma Land Title Association (“OLTA”), in accordance with and subject to the applicable standards, rules, procedures, and policies of the Oklahoma Title Professional designation. I understand that OLTA will make practical efforts to keep all submitted information confidential in accordance to state and federal laws. It is understood that OLTA reserves the right to modify at any time the standards, rules, procedures and policies of the Oklahoma Title Professional designation. It is understood that OLTA reserves the right to validate any or all of the information contained in this application, and that providing false, misleading, inaccurate, or incomplete information or otherwise violating the rules governing the Oklahoma Title Professional designation may result in the rejection of this application, revocation of the designation, or other appropriate disciplinary action. It is understood that OLTA owns all rights, title and interest in and to all logos, applications, and other materials related to the designation.

Applicant Signature: _____

Applicant Name: _____
(Please Print)

ACKNOWLEDGEMENT

STATE OF OKLAHOMA)

COUNTY)

Before me, the undersigned, a Notary Public in and for said County and State on the _____ day of _____, _____, personally appeared _____ to me known to be the identical persons who executed the within and foregoing instrument and acknowledged to me that they executed the within and foregoing instrument as his/her/their free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

Notary Public



OKLAHOMA LAND TITLE ASSOCIATION

OKLAHOMA TITLE PROFESSIONAL APPLICATION

Section A

NAME: _____ COMPANY: _____

TITLE/POSITION: _____

COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RESIDENTIAL ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

WORK PHONE: _____ MOBILE PHONE: _____

EMAIL: _____

Section B

1. Are you a Member in good standing with the Oklahoma Land Title Association? Y N

2. Do you have a minimum 5 years experience in the Title Industry? Y N

3. Do you hold an abstractors, title insurance, escrow, or attorney's license with a State Government Department, Agency or Professional organization? Y N

4. If so, by whom? _____

4. Is your license current and in good standing? Y N

5. Has your license ever been suspended or revoked by governing body? Y N

Section C

1. Please list your professional work experience and how long you have worked in the title industry.

2. Please list your past and current involvement with the Oklahoma Land Title Association.

3. Please list any land title industry awards, accolades, and/or accomplishments.

4. Please list other Professional Organizations associated with the land title industry you are a member of, and list your current and past involvement. (Escrow, Bar, Realtor, Lender, and Recorder organizations, etc.)

4. Please list the current OLTA committees you serve on.

5. Please list the OLTA committees you served on in the past 5 years.

6. Please list the current ALTA committees you serve on.

7. Please list the ALTA committees you served on the past 5 years.

8. Please list current OLTA Leadership positions you hold.

9. Please list any past OLTA Leadership positions you held.

10. Please list current ALTA Leadership positions you hold.

11. Please list any past ALTA Leadership positions you held.

12. Please list the OLTA Events you have attended in the past 2 years. (Please provide evidence)

13. Please list the ALTA Events you have attended in the past 2 years. (Please provide evidence)

14. Please list any land title industry classes/courses you have taught at in the past 2 years. (Please provide evidence)

15. Please list any land title industry events you have attended in the past 2 years. (Not held by OLTA or ALTA) (Please provide evidence)

16. Please list any community organizations you have been involved with the past 5 years.

Section D

(Initial each)

- _____ 1. I am and will continue to be in compliance with all federal, state and local licensing, regulatory, and legal requirements relating to the land title industry.
- _____ 2. I have not been convicted of a crime of moral turpitude or a felony related to the profession of the land title industry.
- _____ 3. If my status with respect to either convictions or licensing changes, I understand I must notify the Oklahoma Land Title Association and relinquish my OKTP status.
- _____ 4. I pledge to uphold the Code of Ethics of the Oklahoma Land Title Association adopted August 1930.

- The safety of the home and investments of my fellow citizens and consequently their peace of mind are dependent upon the skill and integrity of those who engage in the title profession,

- My services shall be faithfully and impartially rendered to those engaging them. My duty to the customer and the aid which I can render to the progress and development of the community shall be of paramount importance, and my compensation therefore shall be secondary,

- The relationship with the customer shall be as to inspire in them complete confidence that their private affairs will be as safe and as secret in my

possession as in theirs, and to that end I will use all care that the conduct of our lives and our business shall be above reproach,

- I unqualifiedly condemn all unethical and dishonorable practices, and establish as a sole basis of remuneration, the time and labor expended and the risk incurred by me,

- I declare that my competitor shall have my generous consideration, assistance and cooperation, and be accorded by myself the courtesy due one professional to another.

_____ 5. I have provided all the information necessary to qualify for the Oklahoma Title Professional Certification to the best of my knowledge, and will provide any additional information and evidence if required by the Committee.

I understand that the submission of this application does not guarantee approval of designation. I agree to comply with all OKTP program policies and supply further information, if requested. I am aware that any false statement or misrepresentation that I make may result in the revocation of this application.

APPLICANT: _____

DATE: _____

APPLICANT POINT TOTALS

Years of Experience..... _____

OLTA Conventions..... _____

OLTA Owners & Managers..... _____

OLTA Summer Meeting..... _____

OLTA Regional Meeting..... _____

ALTA Events..... _____

OLTA Leadership..... _____

OLTA Recognition Awards..... _____

OLTA Committees..... _____

ALTA Leadership..... _____

ALTA Recognition Awards..... _____

ALTA Committees..... _____

Professional Organization Leadership..... _____

Community Involvement/Leadership..... _____

Industry Related Leadership..... _____

Total: _____



OKLAHOMA LAND TITLE ASSOCIATION

Point System for Initial Certification

- Experience —————> 1 point each year (25 points maximum)
- Bill Gill Award —————> 30 points
- OLTA President —————> 20 points
- OLTA Director/Officer —————> 10 points (20 points max)
- OAB Appointee —————> 10 points (max)
- OLTA Committee —————> 20 points maximum (1 point for each Committee/yr)
- ALTA Leadership —————> 15 points (Board of Governors or President)
- ALTA Committee —————> 20 points maximum (2 points each committee & 1 point each year served)
- OLTA Events Attended —————> 5 points Convention & Owners/Managers, 3 points Summer Meeting, 1 point each Regional Meeting (within past two years) (34 points max)
- ALTA Events Attended —————> 10 points for all ALTA events per year (within past two years)
- Professional Organization Leadership —————> 20 points maximum (5 points per Leadership positions only or 1 point for each year involved)
- Community Organization Leadership —————> 25 points maximum (5 points per position, organization, event)
- Industry Related Leadership —————> 20 points maximum (5 points per position, organization, event)

Total Points Needed for Certification is 100 points.