

TLTA CERTIFICATION RENEWAL FORM

Certified Abstract Examination Professional (CAEP) ▪ Certified Escrow Settlement Professional (CESP)
Certified Title Insurance Professional (CTIP)

SECTION I: PERSONAL INFORMATION

Name:

Home address:

Evening contact number:

Work address:

Day contact number:

Email address:

SECTION II: CERTIFICATION(S) TO BE RENEWED

Please choose certification(s) you are renewing:

- Certified Abstract Examination Professional (CAEP)
- Certified Escrow Settlement Professional (CESP)
- Certified Title Insurance Professional (CTIP)

HOW TO RENEW*

- You must renew your certification every 3 years in order to continue using the credential.
- Renewal is due by January 31 following 3 calendar years.
- Each applicant is required to have 20 hours of industry-related education or teaching experience in the 3 years since certification was obtained or renewed. Education hours can be substituted with up to 5 hours of industry participation. Please contact the TLTA office for more information on approved activities.
- Email notarized renewal form to certification@tltta.com or mail to: Texas Land Title Association, 1717 West Sixth Street, Suite 120, Austin, TX 78703.
- Pay non-refundable renewal fee of \$165 TLTA members/TLTA non-members online at www.tlta.com or by check payable to the Texas Land Title Association. Fee is per designation.

QUESTIONS?

Email certification@tltta.com or call TLTA Certification at 512.879.2879.

** Please note, members age 65 or over are exempt from renewal requirements.*



SECTION III: EDUCATION REQUIREMENTS

REQUIREMENTS

Each applicant is required to have 20 hours of industry-related education or teaching experience in the 3 years since certification was obtained or renewed. Education hours can be substituted with up to 5 hours of industry participation. Please contact the TLTA office for more information on approved activities.

INSTRUCTIONS

1. **List your education and teaching experiences and number of hours.** Each course must either be a TLTA course, be approved by the Texas Department of Insurance for escrow credit, or have a title related term in the title or description of the course.
2. **Total education and teaching hours** at the bottom of this section. Your overall total must be 20 or more hours.
3. Education hours can be substituted with up to 5 hours of industry participation. Please contact the TLTA office for more information on approved activities.

COURSE DATE	COURSE NAME	COURSE PROVIDER	HOURS
TOTAL HOURS			

I certify that all statements in this application are true and correct, and authorize TLTA to verify any of the information provided in this application. I am aware that any false statement or misrepresentation that I make may result in the revocation of this application.

_____ SIGNATURE OF APPLICANT
 DATE

_____, personally appeared before me, and being first duly sworn, declared that he/she signed this application in the capacity designated, if any, and declared that the statements therein contained are true and correct.

_____ SIGNATURE OF NOTARY
 DATE