



TLTA CERTIFICATION

Certified Abstract Examination Professional (CAEP)

Certified Escrow Settlement Professional (CESP) ▪ Certified Title Insurance Professional (CTIP)

Certification FAQ

1. Am I eligible to take an exam?

To take a certification exam, you must meet TLTA's requirements for education and work experience. If you've been in the industry for several years, you'll likely have the experience to take the exam. See the application for information about the requirements. Submit your application to TLTA with the required application fee, and TLTA will contact you to choose an exam date.

"Certified title associates are recognized and respected in our industry. Being certified confirms your competence and capabilities to peers, customers, supervisors, Realtors and lenders. It is a wonderful way to distinguish yourself in your specified area of the industry. As transactions and regulations change, the demand for experienced title professionals will be on the rise."

— Brandy Barton, CESP, Branch Manager,
Austin and San Marcos, DHI Title

2. Which designation should I apply for?

See the descriptions below regarding the three designations.

Certified Escrow Settlement Professional (CESP)

Designed for title insurance professionals in the escrow/settlement area. Minimum three years of industry experience required and 20 hours of industry education in past five years.

[Download Application](#)

[Pay Application Fee on Website](#)

(For additional application fee details, please visit section 4.)

Certified Abstract Examination Professional (CAEP)

Designed for title insurance professionals working in the examination/abstract area. Minimum three years of industry experience required and 20 hours of industry education in past five years.

[Download Application](#)

[Pay Application Fee on Website](#)

(For additional application fee details, please visit section 4.)

Certified Title Insurance Professional (CTIP)

Designed for title professionals with experience and knowledge in both escrow/settlement and examination abstract areas. If you have a CESP/CAEP designation OR 10+ consecutive years of experience, you may qualify to take the CTIP exam. You must also have 20 hours of industry education in the past five years.

[Download Application](#)

[Pay Application Fee on Website](#)

(For additional application fee details, please visit section 4.)

3. What happens next?

You must send your application in to TLTA via email at certification@tlt.com. You must also ensure you pay the application fee (explained in the next section). You will receive an email within 10 business days regarding the status of your application and next steps.

4. How much does it cost to take the exam?

There are two separate fees that must be accepted by TLTA before you can take the exam. There is an application fee (submitted at the same time as your application) and the exam fee; more information on both is below:

APPLICATION FEE

A non-refundable processing fee of \$95 for members and \$120 for nonmembers is required for your application to be processed. This payment may be submitted by check payable to the **Texas Land Title Association**. You can also pay online.

EXAM FEE

An exam fee of \$185 for members and \$205 for nonmembers will be due when you select your exam date. You can pay the fee and schedule your exam at the same time online.

5. How many exams are scheduled each year?

The Education department strives to schedule exams as follows:

AUSTIN	HOUSTON	DALLAS	EL PASO	MCALLEN
Held Quarterly	Spring Exam	Spring Exam	Spring Exam	Spring Exam
<i>Includes test scheduled annually at Land Title School in February</i>	Fall Exam	Fall Exam		<i>The Spring exam is held at the South Texas Seminar</i>

6. What if I can't make it to any of the above cities?

TLTA does periodically schedule exams in other areas of Texas. If you are interested in the possibility of an exam in your area, please reach out to us. We'll be happy to discuss options with you.

7. Can you walk me through the steps again?

Sure thing. Please see steps below, and do not hesitate to email or call us directly to further discuss your designation!

1. Select applicable designation, download application, fill out and send to certification@tlt.com.
2. Pay application fee online or by check.
3. Wait to hear back from the Education department regarding your application status.
4. Register for your exam and pay exam fee.
5. Get prepared.

8. How can I get prepared?

We have a selection of outlines and certification topic webinars we recommend you brush up on before an exam. All available resources can be found online. We wish you happy learning!

9. Why should I get certified?

Certification sets you apart from the crowd, raising your stature with clients and demonstrating that you have exceeded state educational requirements. You can proudly display your credentials and receive recognition at TLTA's Annual Conference and Business Meeting.

Do you have additional questions we did not answer?

Please call 512.879.2882 or e-mail certification@tlt.com, as we would be delighted to personally assist you!