



WISCONSIN  
LAND TITLE  
ASSOCIATION



CRITERIA- INFORMATION- APPLICATIONS

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WISCONSIN LAND TITLE  
PROFESSIONAL  
"WLTP"



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## **The Wisconsin Land Title Professional is a professional designation established by the:**

### **Wisconsin Land Title Association, Inc.**

16 North Carroll St., Suite 600

Madison, WI 53703

Ph: 608.819.0150

[www.wlta.org](http://www.wlta.org)

**Laura Kocum, Executive Director**

**[wlta@wlta.net](mailto:wlta@wlta.net)**

## **The Purpose of the Professional Designation Program:**

Wisconsin Land Title Association (WLTA) is a professional association dedicated to supporting its members efforts to provide quality land title and settlement services. In support of that mission, WLTA has created the Wisconsin Land Title Professional Designation (WLTP).

Designees include those persons who have demonstrated a knowledge of land title insurance through education, experience and participation. The WLTP is designed to:

- Establish the highest level of title professional designation in Wisconsin.
- Motivate title insurance professionals to excel 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 the Wisconsin Land Title Association.
- Recognize and reward those title professionals who fulfill the standards required for education, experience and participation from the WLTP Council and the WLTA.
- The WLTP represents a level of educational standard by completing the 6 WLTA Title Examiner Courses.
- The WLTP has demonstrated professionalism in the completion of the required components of education.

## **Benefits of Achievement**

The WLTP designation is intended to establish a distinguishable skill set and establishes a 'bar' of knowledge.

The WLTP is intended to increase the credibility of the designee in the industry. Now more than ever this is important – companies are at risk of not being able to demonstrate their ongoing training and education as essential through Industry Best Practices.

*The benefits listed above are in no way intended to be a recommendation on the part of the Wisconsin Land Title Association for anyone holding a WLTP designation.*



## Wisconsin Land Title Professional Designation Council

**Established by Bylaw Change Approved by WLTA Members May 2015**

### **WLTA Bylaws: Article VIII WLTA Committees**

#### **Section 11. Wisconsin Land Title Professional Designation Council**

The Wisconsin Land Title Professional Designation Council shall be formed for the purpose of approving Wisconsin Land Title Professional Designations, reviewing and recommending changes to the designation criteria and process to the WLTA Board of Directors, approving and assigning CE credit hours to all education products and approving renewal applications.

The Wisconsin Land Title Professional Designation Council shall be comprised of 5 members of the Wisconsin Land Title Association, at least one of whom must also be a member of the Board of Directors, as follows:

- Two WLTA Faculty representatives
- One Underwriter representative
- One Small Agent representative (1-10 employees company-wide)
- One Large Agent representative (11 or more employees company-wide)

#### Appointments:

Wisconsin Land Title Professional Council members shall be selected by the current President of the WLTA and approved by the WLTA Board of Directors as each term expires.

*Term: \*At the conclusion of the Inaugural Wisconsin Land Title Professional Council member's terms which conclude in 2019 & 2020:*

The term of each WLTP Council member shall be 3 years. Term expirations shall be staggered as follows:

#### Odd numbered years:

One Faculty Representative Large Agent Representative

#### Even numbered years:

One Faculty Representative

Small Agent Representative

Underwriter Representative

**Vacancies:** In the event of a vacancy, the current WLTA President shall appoint a new Council member to fill the balance of the vacated term subject to approval by the WLTA Board of Directors. When selecting the new Council member, the President shall select someone who fills the same slot as the vacating person ie; Faculty, Underwriter, Large or Small Agent Representative.

*Requirement: New Council members appointed after 2019 shall hold the WLTP designation.*





## Requirements for Application:

Applicants for the professional designation of “Wisconsin Land Title Professional” (WLTP) must meet the following requirements:

1. Have a minimum of 2 (two) years, over the past 5 (five) years, of employment with an underwriter or an agent authorized to conduct business in Wisconsin.
2. Be a current member or an employee of an underwriter or agent member of the Wisconsin Land Title Association (WLTA) in good standing at the time of application.
3. Submit a copy of applicant's current Wisconsin Title Intermediary License. Applicant must be a licensed title insurance intermediary in Wisconsin and must not have had a title license suspended or revoked by the State of Wisconsin or any other State or governmental authority for a period in excess of 1 (one) calendar year in the past 5 (five) years.
4. Be a Graduate of all 6 (six) levels of the WLTA Title Examiner Courses.
5. Have attended 5 (five) hours of WLTA sponsored education in the last 2 (two) years, in addition to the WLTA Title Examiner Courses and be able to provide a list of those courses, dates and locations/types of sessions OR have attended a FULL WLTA Spring Conference or Annual Convention within the past year. Subject to verification by the WLTP Council.
6. Complete and submit an application and an application fee of \$75 to the Wisconsin Land Title Association.
7. Be approved by the Wisconsin Land Title Professional Designation Council upon receipt and review of the requirements shown above.

## Requirements for Renewal:

Designees are required to obtain 8 (eight) Continuing Education Credit (CE) hours every 2 (two) years beginning on January 1st AFTER receiving designation. Designation Renewal Form, together with a \$50 renewal fee, must, before expiration of the designation, be submitted to WLTA with the appropriate proof of attendance documentation. The Wisconsin Land Title Professional Designation Council will review and approve renewal upon submission. Renewal is the sole responsibility of the designee. WLTA and the WLTP Council shall not be held liable for non-renewals. **Note: Copy of Form you can use for Proof of attendance is on page 13 of this publication.**

Education Credit hours must be approved by the WLTP Designation Council and may be awarded by attending any combination of the following:

1. Attend a WLTA Spring Conference or Annual Convention: Receive credits for attendance as published in the promotional flyers for sessions. Can submit up to but not more than 5 (five) credit hours in this category on renewal application)
2. Attend a WLTA seminar or online education: Receive credits for attendance as published in the promotional materials. (Can submit up to but not more than 4 (four) credit hours in this category on renewal application)
3. Attend an ALTA educational program. Proof of attendance is required. (Can submit a maximum of 1 (one) credit hour in this category on renewal application)
4. Attend an Underwriter education session not less than one hour, presented by an Underwriter licensed to do business in Wisconsin. (Can submit a maximum of 2 (two) credit hours in this category on renewal application)

## Providing Proof of Attendance:

\*Proof of attendance should be provided by using one of methods below.

*Original designation applications must include the name of the WLTA program title, date and number of hours. Renewal applications, in addition to the above, must also include the program sponsor, title and/or description of course and additional proof of attendance for Underwriter & American Land Title Assn. sponsored courses.*

- Sign-out Sheet: When “sign-in and sign-out” is required by the course provider, registrant must be on that list and in attendance for the entire course to qualify for hours. WLTP Council reserves the right to request sign in/sign out sheets from course sponsors.
- Attendance Certificates or Written Proof of Attendance: Applicant shall provide a copy of the certificate(s) or written confirmation(s) with application(s). Proof of Attendance Form. A blank copy of a WLTP Proof of Attendance is provided on page 13 of this packet.



## Approved Education Course:

Any course used for education credit hours on the original designation application or the renewal application must be approved by the WLTP Council. Check the course flyer for all WLTA products or see the WLTA website. For non WLTA courses, provide proof of attendance as outlined on previous page. When in doubt, contact Wisconsin Land Title Association. (WLTA contact information on Page 2 of this publication)

- Original application hours must be pre-approved WLTA sponsored course hours.
- Renewal education hours can be a mix of WLTA, ALTA or Underwriter
- approved course hours.
- Final course approval is determined by the WLTP Council.

## Designee Achievement & Award:

Approved Designees are entitled to receive:

- Use of the official title of "Wisconsin Land Title Professional".
- A WLTP plaque recognizing their official designation.
- A marketing packet/press release that will assist them in promoting their achievement.
- Other perks and/or discounts and recognition at WLTA events and in WLTA publications and website.

## Non Renewal & Re-instatement:

Renewal is the sole responsibility of the designee. WLTA and the WLTP Council shall not be held liable for non-renewals. See Requirements for Renewal on page 4 of this publication.

Anyone who does not comply with the renewal process and policies is no longer considered a WLTP designee and must discontinue using the WLTP associated with their name in any fashion.

If WLTP is not officially renewed by the expiration date, a fee of \$150 is required to reinstate the designation and final decisions regarding reinstatement are at the sole discretion of the WLTP Council.

## Updating Designee's Contact Information:

Designees must update any changes in name, address, phone, email or other contact information as well as changes in employment within 30 days. Changes must be brought to the attention of the WLTA Association office (contact information is on page 2 of this packet).

# Application-Wisconsin Land Title Professional Designation

Please complete the application below and submit with the following:

- ◇ Application fee of \$75 non-refundable payable to Wisconsin Land Title Association.
- ◇ Copy of current individual WI Title Intermediary License.



**WISCONSIN  
LAND TITLE  
ASSOCIATION**

## Contact Information:

Name \_\_\_\_\_  
(First) (Middle Initial) (Last)

Home Address \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

Phone \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_  
(Area Code)

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Employer Phone \_\_\_\_\_ - \_\_\_\_\_ Employer Email: \_\_\_\_\_  
(Area Code)

## Experience-Minimum of 2 (two) years, over the past 5 (five) years, in the land title industry required:

Beginning with the present:

1. Current Employer \_\_\_\_\_  
Location \_\_\_\_\_  
Position(s) Held \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_  
(Month & Year) (Month & Year)
2. Previous Employer \_\_\_\_\_  
Location \_\_\_\_\_  
Position(s) Held \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_  
(Month & Year) (Month & Year)
3. Previous Employer \_\_\_\_\_  
Location \_\_\_\_\_  
Position(s) Held \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_  
(Month & Year) (Month & Year)
4. Previous Employer \_\_\_\_\_  
Location \_\_\_\_\_  
Position(s) Held \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_  
(Month & Year) (Month & Year)

**1. Completion of WLTA Title Examiner Courses I-VI:**

I am a Graduate of the WLTA Title Examiner Courses in the year \_\_\_\_\_.

*Note: The year you graduated is on your Graduate Plaque. If in doubt, contact the WLTA office.*

**2. Completion of ONE of the following 2 WLTA Participation Options:**

**Option 1: 5 hours of WLTA sponsored education in the past two years.** (In addition to the WLTA Title Examiner Courses and be able to provide a list of those courses). Dates, locations, types of sessions subject to verification by the WLTP Council.

Title of Session _____	Date _____	#of hours _____
Title of Session _____	Date _____	#of hours _____
Title of Session _____	Date _____	#of hours _____
Title of Session _____	Date _____	#of hours _____
Title of Session _____	Date _____	#of hours _____
Title of Session _____	Date _____	#of hours _____

**Total WLTA Course Hours for application \_\_\_\_\_ (Must total 5 credit hours)**

**OR:**

**Option 2: Attendance of a FULL WLTA Spring Conference OR Annual Convention within the past year.**

You must have registered for and attended the entire event to qualify. Dates, location & proof attendance subject to verification by the WLTP Council.

WLTA Spring Conference:

Date of Spring Conference \_\_\_\_\_ Location: \_\_\_\_\_  
(City)

**OR:**

WLTA Annual Convention :

Date of Annual Convention \_\_\_\_\_ Location: \_\_\_\_\_  
(City)

## Membership in Wisconsin Land Title Assn.

I certify that I am (or my employer is) a current member in good standing of Wisconsin Land Title Association. I have read and agree to subscribe to the Code of Ethics of the Wisconsin Land Title Association as attached.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

## Certification & Signature

I certify that all statements in this application are true and correct and authorize the Wisconsin Land Title Professional Council to verify same in its evaluation of application. I understand that if approved for the WLTP Professional Designation awarded by WLTA, that I may affiliate the WLTP designation to my name, so long as I am (or am employed by) a member of WLTA; maintain current, active title intermediary license with the State of Wisconsin; and meet the annual requirements for renewal of this designation.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

## Administrative & WLTP Council Review

This section reserved for administrative purposes

### **Confirmation of Receipt:**

Application received (date): \_\_\_\_\_ Application emailed to WLTP Council (date): \_\_\_\_\_

Application fee \$75 dated \_\_\_\_\_

Copy of Current WI Intermediary License \_\_\_\_\_

☐ **Approval**

☐ **The WLTP Council has reviewed the applicant's criteria and application submitted for the Wisconsin Land Title Professional Designation and has found that it meets the requirements to be awarded the designation.**

\_\_\_\_\_  
(Signature of WLTP Council Member)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of WLTP Council Member)

\_\_\_\_\_  
(Date)

### **Pending Completion**

**The WLTP Council has reviewed the applicant's criteria and application submitted for the Wisconsin Land Title Professional Designation and has found it did not meet the requirements as follows:**

\_\_\_\_\_  
(Signature of WLTP Council Member)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of WLTP Council Member)

\_\_\_\_\_  
(Date)

Return this form with verifications & application fee to:

16 North Carroll St., Suite 600  
Madison, WI 53703  
Ph: 608.819.0150  
www.wlta.org  
Laura Kocum, Executive Director





# Renewal Application-Wisconsin Land Title Professional Designation

Please complete the renewal application below and submit with the following:

- ◇ Renewal fee of \$50 non-refundable payable to Wisconsin Land Title Association.
- ◇ Copy of current individual WI Title Intermediary License.



## Contact Information:

Name \_\_\_\_\_  
(First) (Middle Initial) (Last)

Home Address \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

Phone \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_  
(Area Code)

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Employer Phone \_\_\_\_\_ - \_\_\_\_\_ Employer Email: \_\_\_\_\_  
(Area Code)

**Continuing Education Credit Hours:** All courses must be approved by the WLTP Council. See page 4 of the WLTP Publication.

**Must submit a total of 8 credit hours in the 2 year renewal period as follows:**

### WLTA Pre-Approved Spring Conference or Annual Convention Education Sessions:

(Can submit up to but not more than 5 (five) credit hours in this category).

Title of Session _____	Date _____	#of hours _____
Title of Session _____	Date _____	#of hours _____
Title of Session _____	Date _____	#of hours _____
Title of Session _____	Date _____	#of hours _____
Title of Session _____	Date _____	#of hours _____

*Proof of attendance is required for all WLTA Sessions. Please include with your renewal application.*

### WLTA Pre-Approved Seminar or Online Education:

(Can submit up to but not more than 4 (four) credit hours in this category)

Title of Session _____	Date _____	#of hours _____
Title of Session _____	Date _____	#of hours _____
Title of Session _____	Date _____	#of hours _____
Title of Session _____	Date _____	#of hours _____
Title of Session _____	Date _____	#of hours _____
Title of Session _____	Date _____	#of hours _____

*Proof of attendance is required for all WLTA Sessions. Please include with your renewal application.*

Education Credit Documentation continued on next page

**ALTA Education Sessions** *(Applicant is responsible for furnishing proof of attendance):*

(Can submit a maximum of 1 (one) credit hour in this category)

Title of Session \_\_\_\_\_ Date \_\_\_\_\_ #of hours \_\_\_\_\_

Title of Session \_\_\_\_\_ Date \_\_\_\_\_ #of hours \_\_\_\_\_

*Proof of attendance is required for all ALTA Sessions. Please include session proof of attendance with your renewal application. Blank copy provided on Page 13 of this publication.*

**Underwriter Education Sessions** *(Applicant is responsible for furnishing proof of attendance):*

(Can submit a maximum of 2 (two) credit hours in this category. Minimum of 1 (one) hour per session)

Title of Session \_\_\_\_\_ Date \_\_\_\_\_ #of hours \_\_\_\_\_

Name of Underwriter \_\_\_\_\_

Title of Session \_\_\_\_\_ Date \_\_\_\_\_ #of hours \_\_\_\_\_

Name of Underwriter \_\_\_\_\_

*Proof of attendance is required for all ALTA Sessions. Please include session proof of attendance with your renewal application. Blank copy provided on Page 13 of this publication.*

**Total Continuing Education Credit Hours for renewal :** \_\_\_\_\_ **(Must total 8)**

**Membership in Wisconsin Land Title Assn.**

I certify that I am (or my employer is) a current member in good standing of Wisconsin Land Title Association. I have read and agree to subscribe to the Code of Ethics of the Wisconsin Land Title Association as attached.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

**Certification & Signature**

I certify that all statements in this renewal application are true and correct and authorize the Wisconsin Land Title Professional Council to verify same in its evaluation of application. I understand that if approved for the WLTP Professional Designation awarded by WLTA, that I may affiliate the WLTP designation to my name, so long as I am (or am employed by) a member of WLTA; maintain current, active title intermediary license with the State of Wisconsin; and have met the annual requirements for renewal of this designation.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

**Administrative & WLTP Council Review**

This section reserved for administrative purposes

**Confirmation of Receipt:**

☐

Renewal Application received (date): \_\_\_\_\_

Renewal Application emailed to WLTP Council (date): \_\_\_\_\_

Renewal Application fee \$50 dated \_\_\_\_\_

**Approval**

The WLTP Council has reviewed the applicant's renewal submitted for the Wisconsin Land Title Professional Designation and has found that it meets the requirements to be awarded renewal of the designation.

\_\_\_\_\_  
(Signature of WLTP Council Member)

\_\_\_\_\_  
(Date)

**Pending Completion**

The WLTP Council has reviewed the applicant's criteria and application submitted for the Wisconsin Land Title Professional Designation and has found it did not meet the requirements as follows:

\_\_\_\_\_  
(Signature of WLTP Council Member)

\_\_\_\_\_  
(Date)

Return this form with verifications & renewal fee to:

16 North Carroll St., Suite 600  
Madison, WI 53703  
Ph: 608.819.0150  
www.wlta.org  
Laura Kocum, Executive Director

# Proof of Attendance Form-Wisconsin Land Title Professional Designation

WLTP Designees-In the absence of a certificate of attendance or written document for attending a WI Underwriter or an American Land Title Association education session, feel free to fill this form out and have it signed by either the Underwriter or ALTA to submit with your WLTP renewal as proof of attendance.



## WLTP Designee Information:

Name \_\_\_\_\_  
(First) (Middle Initial) (Last)

Home Address \_\_\_\_\_  
(Street)

(City)

(State)

(Zip Code)

Phone \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_  
(Area Code)

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Employer Phone \_\_\_\_\_ - \_\_\_\_\_ Employer Email: \_\_\_\_\_  
(Area Code)

## Underwriter or ALTA Course Information:

Name of the Course Attended \_\_\_\_\_

Course Sponsor \_\_\_\_\_

Presenter(s) \_\_\_\_\_

Date of Attendance \_\_\_\_\_

Number of Hours \_\_\_\_\_

## Signatures:

**I hereby submit that I attended the course as stated above.**

\_\_\_\_\_  
(Signature of WLTP Designee)

\_\_\_\_\_  
(Date)

**I hereby endorse that the designee attended the course sponsored by us as stated above.**

\_\_\_\_\_  
(Signature of Underwriter or ALTA)

\_\_\_\_\_  
(Organization Name)

\_\_\_\_\_  
(Title of Person Signing in Behalf of Underwriter or ALTA)

\_\_\_\_\_  
(Date)

Return this form(s) with WLTP Renewal Application & Fees to:

16 North Carroll St., Suite 600

Madison, WI 53703

Ph: 608.819.0150

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Laura Kocum, Executive Director