



**Notice of 2014 Examinations for
Certified Land-Title Searcher (CLS) and Certified Land-Title Closer (CLC) Designations**

To: All Members of Florida Land Title Association, Inc. AND Florida Title Professionals

From: Certified Land Title Institute

The examinations for the CLS and CLC designations will be held on Saturday, **June 21, 2014**. Notice of locations will be given with the application approval letters.

We urge you to encourage all of your qualified staff members to take the exam. Ten (10) hours of Continuing Education Credits will be earned for licensed agents who are successful in passing the exam.

To qualify for the examination, one must:

1. Have credible full-time experience in the state of Florida for at least a period of five (5) years must be met prior to application deadline, all with an Abstract or Title Insurance Company, or Agent thereof. Two (2) years experience out of state may be substituted for one (1) year of Florida Experience. The maximum out of state experience allowed will be four (4) years.
2. Submit to the C.L.T. Institute the following forms:
 - a. Completed questionnaire (C.L.C. or C.L.S.) from the applicant.
 - b. Completed Certification from the Manager, or in the event the Manager is the applicant, from their immediate supervisor, verifying the applicant's experience, position and qualifications for taking the examination.
 - c. Detailed resume of title insurance experience that includes: name, address, phone number, contact person, dates of employment of current and previous title insurance related positions. You must also give details of title insurance related duties and length of experience in each position held. The applicant must have performed the duties of the closer/searcher during the 5 years minimum requirement. Working for a title company in any other capacity will not necessarily meet the requirement of sitting for the exam.

The Governing Council has set a charge for FLTA members of \$60.00 as the application fee and \$40.00 for the examination fee. The charge for Non-FLTA members is \$150.00 as the application fee and \$150.00 for the examination fee.

Both must be sent with the forms referenced in item 2 above. NOTE: Make checks payable to FLORIDA LAND TITLE ASSOCIATION, INC. ***These fees are non-refundable.***

So that applications may be processed in time, all applications, employer certifications, resume and fees due must be received by:

April 18, 2014

No applications will be accepted beyond this deadline!

Notice of approval of the applications, will be sent no later than May 16, 2014. All documents as well as payment should be forwarded to:

**Marcia G. Cameron, CLC/CLS
(Secretary of CLT Institute- FLTA)
First American Title Insurance Company
2201 SE 30th Ave, Ste 402
Ocala, FL 34471**

Copies of the application, employer certification, resume forms and study outlines and guides for both tests are available at www.flta.org then choose **Certified Land Title Institute** section, or contact Linda Martin using linda@flta.org for assistance with the forms. These forms must be used. Previous versions will be rejected. If your office does not already have The **Basic Title Insurance Handbook** and the supplement chapters from **Florida Land Titles** book by H.D. Booth, copies are now available on CD from the FLTA office and are also helpful study aids. Select the **Hand Book Order & Supplement Form** for details on placing an order.

If you have any questions, please contact Marcia Cameron, Institute Secretary, at (352) 282-4865; FAX (352) 732-6809, or by e-mail mcameron@firstam.com

We thought you'd like to know...

What happens when you decide to apply for either the CLC or CLS designations?

Upon its arrival, your application is assigned a number. This is used to keep track of how many people are applying and it assists with the grading process. The application deadline is critical, because approving the applicants to take the test is only the first step. The total number of applicants has to be sorted by location and test-type so that we can plan sufficient seating and tests can be prepared. A minimum of three to seven sites are assigned throughout the state each year. Every effort is made to send an applicant to the testing site nearest their home.

On test day, only one document requires the applicant to sign their full name. After that, the application number is how we make sure all your test papers remain with your test (unless the applicant chooses to sign with their full name after the initial signature). At grading time, no one (other than the CLT Secretary) knows your name. This provides for true objectivity in grading, but we go one step further. If a grader monitored tests on test day, then they do not grade any of the tests from the site they administered.

Grading can take more than a day to complete. We start on a Friday, and try to finish on Saturday, but Sunday is available if we need it. If a test scores high enough on the first review, the grader signs his name to the grading sheet and marks the "master list" which contains only application numbers, type of test and zone number (for verification purposes) that the applicant passed.

If the score is not high enough (80%), it is put in the re-grade stack and after all tests have been reviewed once, those that did not pass are re-graded by a different person. Unique things happen on a re-grade. First, only questions missed are reviewed. Our mission is to pass people, so we only look at questions with points removed. If after a second review a test is close, but still not passing, it goes to committee, which means the first two graders choose a third person to review the test with them and they "look" for points. Certain questions have been designated as key questions. The first step is to look at those questions to see how the applicant did on the really important issues. If the scores here are high, chances are the applicant will pass if they need less than 10 points to have 80% correct. If that doesn't work, the committee goes over all the questions missed and often asks others in the grading session to assist.

Every effort is made to give the applicant the benefit of the doubt. When all these chances have been exhausted and it still doesn't reach the 80% correct requirement, the master list is marked "failed". When grading is over, the secretary checks the master list for accuracy and to be sure all tests were graded. If an applicant scored well on either the A.M. or P.M. session, they will only be required to retest the session that was below the 80% score. The notification letter will indicate if the applicant is eligible for taking only a part of the test or if a full retesting is required. If the applicant qualifies for taking only a portion of the test again, you MUST keep the letter sent to you indicating the part that needs to be tested. Records for retesting are NOT kept by the CLT Institute. The letter is the only source of this information. At that point all tests are destroyed, the letters are prepared and notification of either "Pass", "Fail" or "Partial Retest" is mailed to each applicant's home address. By the time the applicant receives their letter, the tests are long gone.

Each year, some applicants will call either the Secretary or the Chairman and want to discuss their test. Some have even asked for appointments to review their test. Others want their test returned so they can see where they went wrong. This is a professional designation. Every effort is made to see that as many applicants as possible pass. It is a difficult test, and there is no guarantee that your years of experience alone will be enough to see you through. The best test scores are usually obtained by those who admit studying to some degree regardless of their years of experience. Even a minimal review of vocabulary terms and the CD available for study (The Basic Title Insurance Handbook sponsored by the Florida Land Title Association and the supplement to Florida Land Titles by H.D. Booth) would make a difference in the outcome of some applicants.

No other professional test provides for a review after the fact and neither does the CLT Institute. There are study guide outlines available, the CD mentioned above, and often study groups are formed by former test takers to assist those attempting the test for the first time. If an applicant takes the time to obtain the necessary tools and reviews/researches the study guide outlines, chances are the results of the testing will be more positive. On the Job Training might be enough to get an applicant to the level needed to qualify for either of these tests, but it seldom is enough to assure a passing grade.

We thought you'd like to know....before you apply to take either test!

The CLT Council and Grading Board

Certified Land Title Institute Section
of the
Florida Land Title Association, Inc.
Application for examination for CLC/CLS designation

(EVERY BLANK MUST BE FILLED IN – PLEASE PRINT CLEARLY OR TYPE)

Date _____ Applying as: _____ FLTA Member **OR** _____ NON-FLTA Member

2014 **TENTATIVE** Test locations (pick ONE):

___ Daytona Beach ___ Ocala ___ Port St. Lucie ___ Tallahassee ___ Tampa

If you do not select a preference, one will be assigned to you. Every effort will be made to schedule your test at the site closest to your home address unless you indicate otherwise. Your final test site will be included in your approval notice along with contact information for your test administrator. PLEASE CALL YOUR TEST ADMINISTRATOR NO LATER THAN THE DAY OF THE TEST IF FOR ANY REASON YOU CANNOT ATTEND.

Designation Application is for: _____ C.L.C _____ C.L.S. _____ Partial *

***If Partial**, attach a copy of your notification letter identifying the part you need to re-take

Applicant Name (For Plaque) _____

Florida Licensed Title Agent: _____ Yes _____ No

(If **YES** – we need your **License #** (or SS#) & Date of Issue to report your CE credits after passing the test)

License Issue Date: _____ License #(or SS #) _____

Residence Address: _____

City, Zip Code _____ County _____

Name of Employer: _____

Business Address: _____

City, Zip Code _____ County _____

Applicant's Position: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

I hereby certify that all information enclosed is true and correct.

Signature of Applicant: _____

Resume Form, Employer's Certification and fees must be included for application to be processed.

Deadline to Apply: April 18, 2014
Test Day: Saturday, June 21, 2014

RESUME FORM

Complete One Form for Present and All Previous Employers

Name of Applicant: _____

Name of Current Employer: _____

Name of Previous Employer: _____

Business Address: _____

Phone Number/Contact Person: _____

Full Dates of Employment: From: _____ To: _____

FLTA Member: Yes No

Position Held: _____

Detail of Title Insurance Duties and Length of Experience: _____

Complete this form for EACH Title Insurance Employer. Duplicate as needed.
Previous Employment must be verifiable to take test.
Be Sure Information is Complete!

EMPLOYER'S CERTIFICATION

Designation Applied for: _____ C.L.C. _____ C.L.S.

Applicant's Name: _____

The Applicant's CURRENT position and duties are: _____

Complete the following: The Applicant has been employed by this company since: _____

I have been the applicant's supervisor since: _____

This company has been a member of the Florida Land Title Association since: _____ **OR**

This company is currently NOT a member of the Florida Land Title Association _____ (Only check if applicable)

I, _____ being the immediate supervisor of the above named applicant, hereby certify that this applicant has a minimum of five years related experience as a **searcher / closer (circle one)** and is qualified to take the designated examination.

Company Name: _____

Address: _____

Telephone number(s): _____

Email Address: _____

Dated: _____

Signature of Immediate Supervisor

State of: _____

County of: _____

Sworn to before me this _____ day of _____, 20____, by _____ who is personally know to me or produced _____ as identification, and who (did) take an oath.

Notary Public

My Commission Expires: _____