

Virginia Land Title Association



2017-2018 Biennium

Certification Continuing Education Guidebook

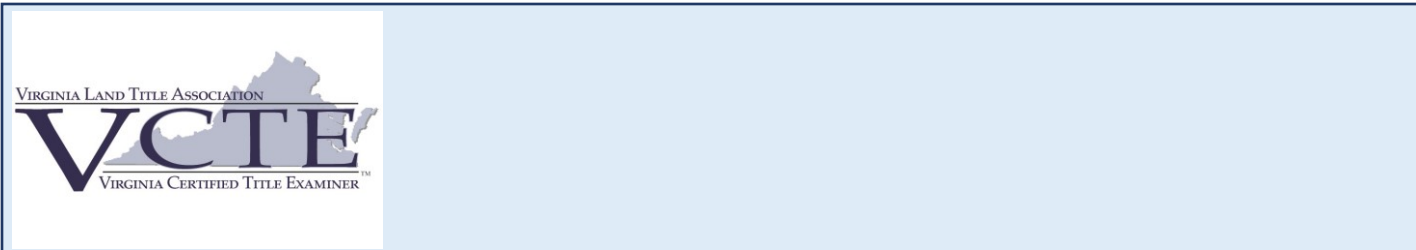


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ABOUT VLTA'S CERTIFICATION PROGRAMS

Virginia Land Title Association offers Virginia's only land title industry certifications, the Virginia Certified Title Examiner (VCTE) and the Virginia Certified Title Settlement Agent (VCTSA). Developed in 2011, and launched in 2012, these programs have attracted the attention of hundreds of professionals across the state, and have enjoyed remarkable success. Virginia Land Title Association is proud of the accomplishments of our certification holders, and we strive to provide continuing education that will help these professionals to continue to expand their industry knowledge.

The VCTE is a 16.0 credit hour online course designed to offer a credible minimum standard of professionalism to the practice of title examination/abstraction. Students benefit from a comprehensive and detailed look at title examination across eight 2-hour online sessions. Students are also required to pass an online examination to qualify for certification as a VCTE. To date, there are nearly 400 VCTEs across the state. VCTE-Online has been approved for 16.0 credit hours of CE/CLE, and is also approved for credit toward the American Land Title Association's (ALTA) National Title Professional (NTP) designation.

The VCTSA is a 16.0 credit hour online course designed to offer a credible minimum standard of professionalism to the practice of title settlement/closing. Students benefit from a comprehensive and detailed look at the settlement process and law across eight 2-hour online sessions. Students are also required to pass an online examination to qualify for certification as a VCTSA. The VCTSA has been approved for 16.0 credit hours of CE/CLE, and is also approved for credit toward ALTA's National Title Professional (NTP) designation.

ADVANTAGES OF CERTIFICATION

Moving into the era of regulation by the Consumer Finance Protection Board (CFPB), ALTA's Best Practices, and outside agency vetting, it is important for all land title professionals in Virginia to recognize the importance of certification. These programs demonstrate to outside agencies that you and your company take education and professionalism seriously, and that you have met a high standard of competency within your profession. Additionally, as mentioned above, both certification courses are now eligible to receive 16.0 credit hours of CE/CLE as well as NTP credits.

FOR STUDENTS

Information about VLTA’s Certification Continuing Education (CCE) program for active certification holders is included in the section below. If you have additional questions about the CCE program, please contact Virginia Land Title Association at:

Virginia Land Title Association
14001-C Saint Germain Drive, Suite 822
Centreville, VA 20121
(571) 494.1782 | (703) 995.0649 (fax)
www.vlta.org | vlta@vlta.org

CERTIFICATION CONTINUING EDUCATION (CCE) REQUIREMENTS

The purpose of CCE education is to ensure that certification holders represent the most up-to-date experts in their chosen professional field. VLTA will continue to offer current and relevant education to assist certification holders in meeting this requirement. All CCE courses are vetted by VLTA’s education committee for their relevance, quality, and rigor.

In each biennium, students are required to complete continuing education to maintain certification status. The first biennium period was extended to end on December 31, 2016. The second biennium period will end on December 31, 2018. Courses must be completed by December 31, 2018 to count toward your Continuing Education requirements.

SINGLE CERTIFICATION

- One certification: 16 credit hours specific to the certification type
- VCTE holders are encouraged to complete at least two of their credit hours in ethics courses.
- VCTSA certification holders are encouraged to complete at least two of their credit hours in a course categorized as “Best Practices”.
- Excess earned Ethics or Best Practices credits may be applied to cover other CCE requirements in the current biennium, and any remaining credits will be carried over to the next biennium and applied to either the Ethics/Best Practices requirement or other CCE requirements.

MULTIPLE LICENSES/CERTIFICATIONS

- Two or more certifications: 8 credit hours specific to each certification type
- If a Virginia Title Insurance Agent: 8 credit hours specific to each certification type in addition to licensure requirements
- VCTE holders are encouraged to complete at least two of their credit hours in ethics courses.
- VCTSA certification holders are encouraged to complete at least two of their credit hours in a course categorized as “Best Practices”.
- Excess earned Ethics or Best Practices credits may be applied to cover other CCE requirements in the current biennium, and any remaining credits will be carried over to the next biennium and applied to either the Ethics/Best Practices requirement or other CCE requirements.

TIMELINE 2017-2018 BIENNIUM

| | |
|--------------------|---|
| October 1, 2018 | VLTA will send a reminder to all students to check their transcript online |
| December 31, 2018 | Last day to complete courses for VCTE and/or VCTSA certification continuing education |
| January 1-31, 2019 | Grace period to correct any CCE deficiencies by completing courses |
| February 1, 2019 | Certification expired; must apply for new certification |

HOW TO EARN CCE CREDITS

VLTA OFFERINGS

VLTA offers a wide selection of courses for satisfying CCE requirements in a variety of both live and online. Learn more about VLTA live events at www.vlta.org/regional-events or www.vlta.org/annual-convention. Learn more about online education at www.pathlms.com/vlta. All courses taken through VLTA are automatically reported on your CCE transcript.

OUTSIDE OFFERINGS

To improve access to course offerings and to encourage wide participation in the CCE program, VLTA has partnered with underwriters and other affiliated organizations across the state to offer additional CCE education. Up to 25% of CCE credits may come from outside providers. Outside providers must apply for course approval through VLTA to have their courses listed as CCE-approved. Outside providers are responsible for filing credits on your behalf with VLTA; VLTA maintains your complete CCE transcript.

FEES

VLTA will not charge a continuance fee in the 2017-2018 biennium for the CCE program. Certification holders who do not complete sufficient CCE by February 1, 2019, but who wish to correct deficiencies on their CCE transcript will be required to pay a one-time \$50 penalty fee to VLTA to qualify for a 30-day extension. Fees for live events and online classes are listed individually.

IMPORTANT INFORMATION

HOW VLTA MAINTAINS RECORDS OF YOUR CCE CREDITS

VLTA maintains records of all CCE earnings in an online database. Learn more about viewing your transcript at www.vlta.org/cce-transcript. You can cross-check your online transcript with your online learning account and your records from events. Students may print a copy of their course completions to ensure accuracy of these records, and to report errors to VLTA at vlta@vlta.org. Please note that any errors must be reported by January 31st of any biennium, and that the sooner errors are reported, the more easily they are corrected.

[Login to check your transcript](#)

To retrieve your username and/or password for the online transcript system, please email vlta@vlta.org. Note that the system is in *beta testing* and you may note errors in the reporting of your hours. Please reports any errors to VLTA.

LOSS OF CERTIFICATION

Students who do not complete the required CCE by the end of the biennium will be notified that they are at risk of losing their certification status. Students will have the option to complete the coursework by the end of the grace period, or lose certification status. Those who have lost their certification status after the end of the grace period will be required to complete 16 credit hours of continuing education related to their certification and retake their certification exam in order to become recertified; or students may retake the original certification course.

MASTER CERTIFICATION

Those who complete the following requirements will be exempted from additional continuing education requirements, and shall be awarded "Master Certification" status.

- Original certification course
- 5 biennia (10 years) of **consecutive** continuing education requirements
- Attendance at no fewer than 5 VLTA sponsored events OR 2 years' active service on a VLTA Committee or the VLTA Board
- Continuous professional work in the land title industry during your period of certification

FOR OUTSIDE PROVIDERS

VLTA encourages affiliated organizations to submit course offerings for approval as CCE courses. Hundreds of agents and examiners across Virginia are in need of CCE credits, and VLTA hopes you will consider submitting your upcoming courses for approval.

COURSE APPROVAL PROCESS & FORMS

Live Courses

Providers must submit completed Application for Course Approvals directly to admin@vlta.org no fewer than 30-days in advance of the live session. A decision on course approval will be issued no later than 20 days after receipt of your application and the appropriate fee (if any). Course Approval Applications are available on page 8. To request an expedited process, please contact our office at 571.494.1782. An expedited review (3 business days) requires payment of a \$50 fee.

A course may not be advertised as approved for CCE until the approval has been received in writing. Course approvals will list the CCE course ID which should be retained for credit reporting purposes.

Online/Published/On-Demand Courses

Providers must submit a completed Application for Course Approval directly to admin@vlta.org. A decision on course approval will be issued no later than 20 days after receipt of your application and the appropriate fee (if any). Approval for CCE credit is valid from the course approval date forward. Retroactive credit cannot be given. Course Approval Applications are available on page 8. To request expedited process, please contact our office at 571.494.1782. Expedited review (3 business days) requires payment of a \$50 fee.

A course may not be advertised as approved for CCE until the approval has been received in writing. Course approvals will list the CCE course ID which should be retained for credit reporting purposes.

Periodic Review

VLTA will review ongoing course offerings for appropriateness for the CCE program on a yearly basis to ensure that all offerings approved for CCE are current and relevant to the industry. If it is determined that your course may no longer qualify for CCE, you will be notified and will be given the opportunity to work with VLTA to ensure the course is updated.

Notes

- The CCE program is intended to serve as advanced education for certification holders. VLTA will not automatically approve all applications for CCE credit even in cases where the education has been approved by another regulatory agency (such as Pearson VUE); the provider must demonstrate that the course meets VLTA's standards for advanced industry content.
- Please be sure to submit any evidence of outside approval with your application. While VLTA reserves the right to make its own determination concerning the suitability of courses for CCE credit, evidence of other approvals serves to expedite the approvals process. Be sure to attach any instructor or course approvals to your application.

COURSE COMPLETION AND ROSTER SUBMISSIONS

Providers must submit rosters of all course completions within 20 calendar days of the course completion date for all Virginia certification holders by email at admin@vlta.org. Providers will be required to submit rosters in the style below in the following formats ONLY: .doc, .docx, .xls, .xlsx, or .csv. Providers may also submit their Pearson VUE formatted roster.

| Last, First Name | VCTE/VCTSA ID (if known) | Credit hours | CCE Course ID | Date of Completion |
|------------------|--------------------------|--------------|---------------|--------------------|
| | | | | |
| | | | | |

ATTENDANCE & REPORTING

All attendance and reporting must be arranged by the outside provider(s). Please be aware that for each credit hour of CCE, a full 50 minutes must be devoted to direct instruction. Please remind students that all policies and procedures for attendance set forth by Pearson VUE must be adhered to for CCE credit as well.

FAQ'S (FREQUENTLY ASKED QUESTIONS)

Q. I took the class and passed the certification exam. Does that mean I'm permanently certified?

A. No. You are certified throughout one biennium. To maintain your certification, you must complete the required continuing education as described in this guidebook.

Q. Do my classes from Pearson VUE or my title insurance license count toward my CCE credits?

A. Sometimes. You must confirm for each class if it has been designated for VCTE or VCTSA CCE credits. Only some courses rise to the level of **advanced** continuing education required to count for CCE.

Q. My certification card says the biennium ends on December 31, 2015. Is that when credits are due?

A. No. The current biennium ends on December 31, 2018. If you did not complete your credits in the first biennium, you will need to take the original certification course again to regain your certification. All CCE credits are due at that time.

Q. Are CCE courses regulated by the Virginia State Bar or the Virginia Bureau of Insurance?

A. No. The VCTE and VCTSA are wholly owned and operated by VLTA. The programs are optional, and are not regulated by any other entity. VLTA is the only entity responsible for the approval of instructors or courses, and is the only entity responsible for tracking your credit hours toward satisfaction of CCE requirements.

Q. Will CCE credits count toward my Virginia Title Insurance Agent's License?

A. In some cases, yes. VLTA is careful to list all types of credit approvals for each online and live course. Some courses overlap, and some do not, so it is important to check the course description for each class you take to determine the type(s) of credit it will satisfy.

Q. Will loss of my certification have an impact on my Virginia Title Insurance Agent's License?

A. No. Your certification is completely separate from your license, and the two will not have an impact on one another. Certification is voluntary and will not have an impact on your licensure as a title insurance agent.

Virginia Certified Title Examiner
Virginia Certified Title Settlement Agent

Certification Continuing Education – Outside Provider Course Approval

Instructions

Please fill out this form in its entirety and include all attachments. Courses will be reviewed by VLTA’s Education Committee, and you will receive a response within 20 days of receipt of your application. Only those courses relevant to the designated certification will be considered or approved. If you have any questions about the application, please contact VLTA at 571.494.1782 or by email at vlta@vlta.org.

Fee

No fee is required in the 2017-2018 biennium. For expedited review (3 business days) please remit \$50 payable to VLTA.

About the Provider

| | |
|----------------------|-------|
| _____ | _____ |
| Primary Contact Name | Phone |
| _____ | _____ |
| Company Name | Email |
| _____ | |
| Complete Address | |

About the Session(s)

| | | |
|---|---|---------------------|
| _____ | _____ | |
| Session Title or working title | Date(s) of session OR online/on-demand | |
| _____ | _____ | |
| Location of session OR online/on-demand | Other session approvals obtained – CE/CLE | |
| _____ | _____ | |
| Instructor Name | Other instructor approvals obtained | |
| _____ | _____ | |
| Number of participants expected | General topic | Duration of session |

Please indicate the number of hours and type of approval you are seeking

| | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> VCTE _____ | <input type="checkbox"/> VCTSA _____ |
| Hours | Hours |

Brief Description of Session

Attachments: 1) Session Abstract; 2) Session Outline; 3) Any additional information showing how this session relates to the specified Certification program; 4) Any evidence of other course approvals; 5) Any evidence of instructor approvals, OR the VLTA CCE instructor approval application.

FOR INSTRUCTORS

INSTRUCTOR APPROVAL PROCESS

VLTA recognizes outside approval of instructors from Pearson VUE, Virginia State Bar Association and Virginia Realtors (as long as approvals are in the area of "Title" or "Law/Regs").

In lieu of completing the instructor approval application, you may submit evidence of approval from one of the above-approved entities. Please be sure to attach either the instructor approval form or evidence of outside approval to your application for course approval. For approval of courses from outside providers, the Instructor Approval Application or outside evidence of approval must accompany the initial course approval application.

INSTRUCTOR APPROVAL APPLICATION

Complete and return to admin@vlta.org

Please print or type. Photocopy as needed.

| | | |
|---|-----------------|----------------|
| Last Name | First Name | Middle Initial |
| Address | | |
| City | State | ZIP |
| Phone | Alternate Phone | Fax |
| Email | | |
| Course categories you are requesting to teach | | |
| VCTE _____ VCTSA _____ Best Practices _____ | | |

Academic credentials:

BA/BS in _____ from _____ graduated in _____
(major) (institution)

MA/MS in _____ from _____ graduated in _____
(major) (institution)

Ed.D/Ph.D. in _____ from _____ graduated in _____
(major) (institution)

J.D. in _____ from _____ graduated in _____
(major) (institution)

Other (specify) in _____ from _____ graduated in _____
(major) (institution)

Professional credentials:

Virginia Title Insurance Agent License _____ (date issued)

Virginia Certified Title Examiner _____ (date issued)

Virginia Certified Title Settlement Agent _____ (date issued)

Attach your résumé to this application. Your résumé or biographical summary must list your job experience and your teaching experience certification or area of expertise. In lieu of this form, you may submit evidence of approval from another recognized CE entity.

I certify that the information on this form and on all supporting documentation accurately represents my qualifications to teach title insurance courses. I further agree to strictly comply with all applicable Virginia laws, Virginia State Corporation Commission regulations, and Virginia Land Title Association CCE Program Requirements.

Printed/typed name _____ Signature _____

Date _____