2015 – 2016 Biennium

Certification Continuing Education Guidebook

REVISED AUGUST 12, 2016

Information for the 2015-2016 Biennium for Providers, Partners, Certification Holders, and Instructors
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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. As of the date of publication, 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, currently under re-development with an expected launch date of October 1, 2016. The course consists of eight 2-hour modules designed to enhance the title insurance agent’s basic settlement knowledge and skills. To date, there are over 50 VCTSAs in Virginia. 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 Financial Protection Bureau (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  
(800) 929.8730 | (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 has been extended to allow all students a fair chance to complete the CCE requirements. The original biennium was to end on December 31, 2015, but has been extended to December 31, 2016.

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”.
- Up to 25% of CCE credit hours may come from outside providers.
- 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”.
- Up to 25% of CCE credit hours may come from outside providers.
- 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 2015-2016 BIENNİUM

- August 15, 2016: VLTA will email preliminary transcripts to all certification holders
- October 1, 2016: VLTA will make progress reports/transcripts available to all certification holders by email
- December 31, 2016: Last day to complete courses for VCTE and/or VCTSA certification continuing education
- January 1-31, 2017: Grace period to correct any CCE deficiencies by completing courses
- February 1, 2017: 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 formats including live, online, and published courses. View a listing of LIVE courses for 2016 at www.vlta.org/events. View a listing of ONLINE courses at www.pathlms.com/vlta. All courses taken for credit 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 2015-2016 biennium for the CCE program. Certification holders who do not complete sufficient CCE by January 1, 2017, but who wish to correct deficiencies on their CCE transcript will be required to pay a one-time $50 penalty fee per biennium to VLTA to qualify for a 30-day extension. CCE course fees are listed in VLTA’s complete course catalog, available at https://vlta.memberclicks.net/assets/docs/Education/course%20catalog.pdf.

IMPORTANT INFORMATION

HOW VLTA MAINTAINS RECORDS OF YOUR CCE CREDITS
VLTA maintains records of all CCE earnings in an official offline database. You can track your own hours at www.pathlms.com/vlta. For instructions on how to track your own credits, visit www.vlta.org/how-to-vlti. For a listing of past events and direct links to claim credits, visit www.vlta.org/claim-your-credits. For students who participate in live classes through VLTA, students will be given a link to claim credits on their own transcript, however all live credits will be automatically awarded on the official offline transcripts. Students may request a copy of their transcript to ensure accuracy of these records, and should report errors to VLTA at vlta@vlta.org. Transcripts will be emailed to students at their address on file per the schedule on page 4 of this guidebook.

HOW TO ACCESS YOUR TRANSCRIPT
If you have an existing account through www.vltace.com, you can login to this account beginning January 1, 2015 to view your CCE transcript. For certification holders who do not have an existing account, VLTA has created an account for you; your username will be the first three letters of your first name and your last name, and your temporary password will be emailed to you in a welcome email. Your login credentials for www.vltace.com are not the same as your login credentials for www.vlta.org. If you are unable to locate your login credentials or access your account, please contact VLTA for assistance. Your credit hours from all CCE approved courses should be included in your record. Please report any errors to VLTA at vlta@vlta.org. Please be sure to check your transcript in advance of the December 31, 2016 deadline to ensure that your transcript is complete and correct.

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. Accrued hours completed during the biennium will be credited toward the requirement.
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 the completed Outside Provider Course Approval Form 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). The form is available on page 7. To request an expedited process, please contact our office at 800.929.8730. 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 Outside Provider Course Approval Form 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. The form is available on page 7. To request expedited process, please contact our office at 800.929.8730. 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: .pdf, .doc, .docx, .txt, or .csv. Providers may also submit their Pearson VUE formatted roster.

<table>
<thead>
<tr>
<th>Last, First Name</th>
<th>VCTE/VCTSA ID (if known)</th>
<th>Credit hours</th>
<th>CCE Course ID</th>
<th>Date of Completion</th>
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OUTSIDE PROVIDER COURSE APPROVAL FORM

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 800.929.8730 or by email at vlta@vlta.org.

Fee
No fee is required in the 2015-2016 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

☑ VCTE _______ Hours ☐ VCTSA _______ 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.

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<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
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Address

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<th>City</th>
<th>State</th>
<th>ZIP</th>
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Phone

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<th>Alternate Phone</th>
<th>Fax</th>
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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__________________
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 biennium has been extended to December 31, 2016. 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.