



To receive your Designation(s) Renewal Certificate, complete all information below.

If you are not currently employed, you must indicate "Unemployed" or "Retired" in the check box below. Only those Unemployed or Retired may omit Company information.

DESIGNATION(S) RENEWAL FORM

Name: _____ December 31 Renewal Year: _____
Company: _____
Company Address: _____
City, State Zip: _____
Business Phone: _____
Business E-mail : _____
Home Address: _____
City, State Zip: _____
Home Phone: _____ Cell Phone _____
Home E-mail: _____
Fax: _____
Last 4 digits of Social Security #: _____

ITP IEP Employer listed above Retired Unemployed

Check appropriate box below:

Designation(s) Renewal Fee \$50 for one (1) Designation and \$75* for two (2) Designations every two (2) years from the date of receiving the Designation or previous Renewal. (***Renewal Date of the 1st Designation will automatically change to 2nd Designation Renewal Date.**)

Designation(s) Late Renewal Fee \$150 - If Designation(s) status becomes inactive up to two (2) years after the Renewal Date, Designee must ALSO provide 8 CE within the 4 year time period (2 years before the Renewal Date and 2 years after the Renewal Date).

Designation(s) Reinstatement Fee \$300 – If Designation(s) is renewed any time after Designation(s) Late Renewal Date, Designee must take a Reinstatement Exam PLUS provide 8 CE. Contact ILTA Office to arrange for Exam.

Office Use Only:

To renew your designation, Designee must complete eight (8) continuing education credits prior to Designation(s) expiration date and submit an ILTA Designation(s) Renewal Form along with Proof of Attendance. Designation(s) Renewal Form will be available on ILTA website or may be requested from ILTA office.

If a person has both ITP and IEP, a total of eight (8) CE credits are required.

CE credits may be attained by attending any combination of the following:

- Attend an ILTA Annual Convention. *(Receive 4 CE)* **ILTA will automatically record your CE credits upon completion of attendance.**
- Attend an ILTA seminar, webinar, Optional Class Refresher - Designation Course etc. *(Receive 1-4 CE as assigned)* **ILTA will automatically record your CE credits upon completion of attendance.**
- **Watch** an ILTA Website online video. *(Receive 1 CE)* **ILTA will automatically record your CE credit upon completion of attendance.**
- Attend ILTA Lobby Day. *(Receive 2 CE)* **ILTA will automatically record your CE credits upon completion of attendance.**
- Attend an ALTA face to face educational program. *(Receive One (1) CE from ILTA upon proof of attendance*)* Only one (1) ALTA event will be accepted.
- Attend an Underwriter face to face seminar or webinar session. *(Receive One (1) CE from ILTA upon proof of attendance*)* Only two (2) Underwriter CE will be accepted.

***Proof of Attendance:** Must include confirmation, program description, date, and schedule from ALTA or Underwriter to be **submitted to ILTA along with Designation Renewal Form.**

CE Renewal Check Off:

1. My December 31 Renewal Year: _____.
2. ILTA total CE credits: _____ for my Designation Renewal.
3. ALTA total CE credits: _____ for my Designation Renewal. A copy of my Proof of Attendance is attached.
4. Underwriter total CE credits: _____ for my Designation Renewal. A copy of my Proof of Attendance is attached.

ILTA will mail your Certificate upon renewal of your Designation to your home address listed above.

Signed: _____

Dated : _____

Submittal Options:

1. Fax your form with credit card information to the ILTA Office, 217-753-8384
2. Call with your credit card information, 217-528-5230 ext. 101
3. Mail form with check or credit card information:

Illinois Land Title Association
726 South 2nd Street
Springfield, IL 62704
www.illinoislandtitle.org

Visa MasterCard American Express Discover

Card # _____

Expiration Date: _____ Security Code: _____ Zip Code: _____

Cardholder Name (Please Print): _____

Signature: _____ \$ _____

OR Check #: _____