



General Information regarding Examinations for Certified Land-Title Searcher (CLS) and Certified Land-Title Closer (CLC) Designations

The examinations for the C.L.S. and C.L.C. designations are scheduled once a year, generally on a Saturday in June, at various locations in Florida. 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: **(NOTE: there are specific forms for each of these items that are posted on the website once the dates are set for the next year's testing. Do not attempt to create or submit the data outlined below without using the annually approved forms. No applications are accepted or processed until the next year's annual notices are posted)**
 - 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. Must also give details of title insurance related duties and length of experience in each position held.

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 generally the first Friday in April each year. Once the deadline is set, and published, it is FINAL.

Notice of approval of the applications, will be sent no later than generally the first Saturday in May each year.

Once the dates for the following year are established, copies of the application, employer certification, resume forms and study outlines and guides for both tests are made available at www.flta.org. then choose Certified Land Title Institute section, or can be obtained from the Association office by calling 800-552-1065. These forms must be used. Previous versions will be rejected. If your office does not already have The Basic Title Insurance Handbook (\$58.75- for FLTA members or \$85.62 for non-FLTA members- includes tax and shipping) and the supplement chapters from Florida Land Titles* book by H.D. Booth (\$24.00 - includes tax and shipping), copies are available from the FLTA office and are also helpful study aids.

If you have any questions, please contact Linda Martin at the FLTA office (800-552-1065) or by email at linda@flta.org.

*The Supplement chapters are from the 1976 version of the Florida Land Titles book by H.D. Booth and are Chapters 1, 2, 3, 6, 7, 10, 11 and the Glossary. If you have access to the entire book – you do not need the Supplement